

Fox Glen Association Modification Request

Lot Number		
Name		
Address		
Telephone Number		
Email Address		
Date Submitted		
Desired Start Date		
Signature, indicating agreement with the Terms and Conditions on page 2.		

Describe the proposed modification. Include manufacturer, model, color, species, etc., as appropriate. If the description does not provide enough information, your request may be delayed. A diagram, drawing, sketch or photo of the proposed modification must be included below or on an attached sheet(s):

Approvals: Three Board member signatures are required

Signature	Printed Name	Date

Terms and Conditions

Contractors are not allowed to post signs. This is a violation of the Fox Glen Rules and Regulations.

The Fox Glen Condominium Documents require Association approval of all changes to the physical appearance of the exterior of any Unit. This includes significant landscape changes. Requested changes cannot be implemented until approved by the Board.

The Fox Glen Rules and Regulations require modification requests to be submitted at least seven days prior to scheduled Board meetings. Early submittal allows time for the Board to review the request and ask questions if needed. Expedited requests can be submitted for approval outside the Board meeting schedule. This applies to situations that require immediate attention such as a leaking roof.

Pursuant to approval of a modification request, the Co-owner agrees to the following:

- a) All expenses related to the modification are the Co-owner's responsibility.
- b) The modification must be maintained in accordance with the standards set forth in the Fox Glen Condominium Documents at the Co-owner's expense. This does not apply to modifications where no material change occurs such as the relocation of sprinkler heads.
- c) If additional insurance is necessary, the Co-owner will provide that insurance at Co-owner's expense.
- d) If the modification requires digging into the ground, the Co-owner is responsible for contacting MISS DIG at 800-482-7171 or 811 at least three full working days prior to starting work and accepts responsibility for repair of any damage to underground infrastructure including Common Elements and irrigation system components whether or not marked by MISS DIG.
- e) In the event that the Association finds maintenance or upkeep of the modification lacking and after notifying the Co-owner in writing, required maintenance or upkeep will be performed by the Association or its designate at the Co-owner's expense. No such maintenance will be performed without allowing the Co-owner a reasonable period of time to perform the maintenance.
- f) If continued neglect of maintenance or upkeep of the modification occurs, the Association may order the return to original state at Co-owner expense. Under no circumstances will this action be taken without notification of Co-owner by the Association.
- g) In the event the Unit is sold by the Co-owner, the Co-owner is required to notify the Purchaser of the existence of the approved modification, and that the Purchaser assumes responsibility for the maintenance and upkeep of the approved modification.
- h) In the event the approved modification is damaged due to repair, replacement, or removal of a Common Element, repair or replacement will be borne by the Co-owner.

Co-owner acknowledges and undertakes to pay for all landscaping or maintenance services performed to correct any violations under this Agreement. In the event that the Co-owner fails to promptly pay for such services upon the billing rendered by the Association, said expense shall constitute a lien on the Co-owner's condominium. It is further acknowledged that in the event such assessment is levied that the Association shall have the right to record a lien on the Co-owner's condominium with the Register of Deeds for Washtenaw County, Michigan, and to proceed with necessary litigation including, but not limited to, foreclosure of said lien. All legal fees and other expenses in such actions by the Association will be charged to the Co-owner.