



Application for Site Improvement/Alterations

Any RLCA Co-owner who desires to make repairs to a Common Element or structural modifications to his/her Unit must first obtain the written consent of the Association. Said Co-owner shall be responsible for all damages to his/her Unit and/or to the Common Elements and all clean-up resulting from such repairs or changes as outlined in Section 4.4 of the Condominium By-laws. Co-owner accepts all financial responsibility.

Co-Owner's Name _____ Phone _____

Address _____ Contractor _____

Proposed Completion date _____

It is the responsibility of the Co-owner to secure any permits required by Byron Township & to submit copies to the board along with this request. The Contractor must also provide proof of liability insurance or sign a liability waiver, also submitted with this request.

Please use the space below to describe your request or to submit a diagram. You may use the back of this form if additional space is needed.

This request must be submitted at least 30 days before the improvement or alteration is scheduled and will be reviewed and acted upon at the next Board meeting. A special meeting may be scheduled for the purpose of review at the discretion of the Board.

Co-Owner's Signature _____ Date _____

I understand that future maintenance and care of this improvement is to be done at my expense and is not part of the Common Elements.

Board Comments:

Board Action: Approved ____ Denied ____ Date: _____

Copy to Co-owner (date): _____