



THE LAKES OF WOODBRIDGE CONDOMINIUM ASSOCIATION

6312 Stadium Drive
Kalamazoo, MI 49009

www.thelakesatwoodbridge.com

269-488-0133
thelakesofwoodbridge@gmail.com

Modification Request Form

All exterior modifications to the building or landscaping must be similar and like to what is consistent throughout the Community and must be in strict accordance with the Master Deed and Bylaws of the Association. All Owner requests for modification and/or replacement of elements or areas that are visible from the exterior must have The Lakes of Woodbridge Condominium Association Board's approval before any work is completed. Any interior work that may impact another Unit must also be approved in writing by the Association Board prior to work being completed.

The Lakes of Woodbridge Condominium Association Board is not required to approve all modifications, each request will be considered on an individual basis. Any permit required for the requested modification must be furnished to the Association Board before any work is started. If the modification is approved, a fully signed permit must be provided once the work is completed.

The cost to provide any and all necessary information regarding the requested modification will be the Owner's sole responsibility. If a licensed or professional opinion is required for the Board to investigate the modification request and provide a response, the cost for those services will be the Owner's sole expense.

Once an element is modified, that element is no longer an Association responsibility unless the element is restored to the original specifications at the Owner's expense and accepted by the Association. In the event that the Association finds maintenance and/or upkeep of the modification is lacking, the Association may perform such maintenance or upkeep at the Owner's sole expense.

In the event the unit to which the approved modifications are made is sold to another, the current Owner is required to notify any new Owner of the existence of the approved modification and that new Owner assumes complete responsibility for maintenance and upkeep of the approved modification.

Once approved, the modification constitutes an "improvement" to the existing structure and the Owner is solely responsible for insuring the modification against all perils. The Association assumes no liability for maintenance, repair, replacement, or insurance of the modification, including damage to the improvement/modification due to the failure of a common element or other item for which the Association is insured. In the event the modification is damaged due to the repair, replacement or removal of a common element, the removal, repair or replacement of the modification will be performed at the Owner's sole expense and shall be performed by the Owner or their approved contractor.

I, _____ (Co-Owner) that resides at _____,
would like to submit the following scope of work which details a modification that I would like The Lakes of Woodbridge Condominium Association Board to consider for approval:

I have attached the provided scope of work and proof of insurance from my preferred contractor, if applicable.
I understand that I am not allowed to make any modification until I have written approval from the Association Board and by signing this agreement I am agreeing to all of the terms detailed on this request form:

Signature of Co-Owner

Date

Co-Owner Email

Co-Owner Phone Number



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BOARD RESPONSE TO THE MODIFICATION REQUEST

To: _____

We are in receipt of your modification request for the above-mentioned condominium unit.

Your request for approval has been considered by the Board of Directors of the Association and the following action has been taken:

____ Your request as defined in the material provided to the Board has been approved. Please note: You are also required to obtain approval from the Moors of Portage for any exterior landscaping or structural modifications. In addition, please consider the following regarding your approval from The Lakes of Woodbridge:

____ Your request has been denied for the following reason(s):

____ No action has been taken on your request pending receipt of the following information:

THE LAKES OF WOODBRIDGE CONDOMINIUM ASSOCIATION BOARD

BY: _____ DATE: _____
President/Agent of The Lakes of Woodbridge Condominium Association