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INSTRUCTIONS FOR CO-OWNER ALTERATION REQUESTS

- STEP 1.** Co-owner contacts board or agent to request alteration of a common element. Co-owner then is advised to make the request in writing in sufficient detail to permit the board to intelligently analyze the request. This will include scale drawings showing dimensions with adequate detail as to finishes, colors, materials, etc. **IF THE REQUEST INVOLVES A SATELLITE DISH OR A PERSON WITH DISABILITIES, SPECIAL CONSIDERATION IS REQUIRED. LEGAL COUNSEL SHOULD BE CONTACTED FOR ADVICE.**
- STEP 2.** Upon receipt of the co-owner's detailed proposal, same is reviewed by the property manager and the Board of Directors. The item is placed on the agenda for an upcoming board meeting and the minutes of the board meeting should reflect the board's comments regarding the proposal and action taken such as approval after motion, second and vote, rejection for stated reason, or tabling for additional information. **Remember the 60-day time limit for disability related alteration requests. Make sure that the work is adequately described and shown to scale.**
- STEP 3.** Assuming the co-owner's proposal has been approved by the Board of Directors the co-owner is notified that the board is willing to approve the request but not until the co-owner has completed the Consent to Alteration form, signed it in the presence of a notary public who must also have signed and printed his or her name beneath the signature line. The co-owner should return the completed Consent to Alteration form along with a check made out to the Association to reimburse it for the recording fees; recording fees are currently \$14.00 for the first page and \$3.00 for each additional page. Upon receipt of the completed Consent to Alteration form and the co-owner's payment for the appropriate recording fee if applicable, the Board President would then proceed to execute the Consent to Alteration form after verifying that the information set forth on it and the attachments to it are identical to those previously approved by the Board of Directors.
- STEP 4.** The completed document is then forwarded to the Register of Deeds with an appropriate cover letter requesting that it be recorded and returned. This can be done through the attorney's office or other arrangements can be made. Please note that all documents submitted to the Register of Deeds must

be legible and cannot exceed 8-1/2" by 14". There will be an interval of several months after the document is submitted for recording before the original is processed and returned.

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STEP 5. Property manager places original recorded consent in the co-owner's unit file and flags the Association roster so that future repair request related to the alteration will be paid for in accordance with the terms of the alteration form.