



6312 Stadium Drive • Kalamazoo, MI 49009
quailrun2condoassociation@gmail.com • 269-488-0133

MODIFICATION REQUEST FORM

Per Article IV. Section 4 of the Condominium Bylaws, any Co-Owner who wishes to make modifications to the exterior or structural interior of their Unit is required to first obtain written approval from the Association Board. It is the responsibility of the Board of Directors to ensure that any modifications made within the Association meet the appropriate esthetic and necessary integrity that is in the best interest of the community.

All exterior or structural interior modifications to the unit, 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, Bylaws and Rules of the Association. All Owner requests for modification and/or replacement of elements or areas that are visible from the exterior or structurally alter the unit interior must have the Quail Run II Condominium Association Board of Director’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. **Owner initial in agreement with this section:** _____

The Quail Run II 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. **Owner initial in agreement with this section:** _____

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. **Owner initial in agreement with this section:** _____

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. **Owner initial in agreement with this section:** _____

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. The Owner is required to provide notice to any future Co-Owner of any modifications that has been made to the Unit. **Owner initial in agreement with this section:** _____

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. **Owner initial in agreement with this section:** _____

I, _____ (Co-Owner) that resides at _____, would like to submit this specific modification request including a detailed scope of work and explanation to confirm all work that will be completed along with a rendering or diagram (if applicable) that I would like the Quail Run II Condominium Association Board to consider for approval:

 **Quail Run II**
Condominium Association

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I have attached the complete scope of work and all necessary supporting information along with proof of insurance from my preferred contractor (if applicable).

I understand that when applicable, I am required to provide confirmation of any permits that may be needed as to which permits and who will pull them, if Miss Dig will be contacted and who will contact them, who will be responsible for any damage that is caused by the work completed, what equipment will be used to complete the project and what restoration efforts will be completed if necessary.

I understand that I am not permitted to make any modification until I have written approval from the Association Board and will provide any further information requested by the Board if needed. I understand that the Board has up to 30 days of receipt of this request to provide a response. By signing this request form, 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

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 review any specific requirements that may be required in conjunction with the approval:

___ 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 QUAIL RUN II ASSOCIATION BOARD

BY: _____
President/Agent of The Quail Run II Condominium Association

DATE: _____