



## REQUEST FOR APPROVAL TO MODIFY COMMON AREA

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

This request is to modify (check one) (refer to Compliance Regulations):

Landscape  Building  Hardscape  Add Awning  Other (please specify)

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I am asking the Association to pay for this modification  yes  no

Provide a description of proposed improvements and attach sketches of drawings detailing the exact location of the installation, materials, color, style, dimensions, and so forth. Without specific information, this request may need to be resubmitted.

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I assume the responsibility for any work under the above proposed improvement that I or my contractor accomplishes which could, in the future, adversely affect the common area. Further, I do hereby hold the Links at Rolling Meadows Condominium Association completely harmless for improvements and workmanship to the property, and I assume responsibility for all future maintenance of any addition or improvement. I understand that the Board approval of this improvement does not relieve me of the responsibility to comply with all pertinent laws, ordinances, rules and regulations. Any future property transfers shall consider the new owners to accept the obligation of the disclosure of noncompliance. The proposed improvement may require a permit from the City of Holland. You or your contractor should check the permit requirements prior to starting any work. No work shall be done which may change the existing drainage patterns.

\_\_\_\_\_

**Unit Owner's Signature**

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Request for a modification that will affect my neighbors. The undersigned adjacent OWNERS are aware of the proposed improvement and have no objection.

Name/Address/Signature: \_\_\_\_\_

Name/Address/ Signature: \_\_\_\_\_

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**Request to add a retractable awning to the exterior of the condo unit:**

1. Must be contractor installed.
2. Awning must be sized to match deck dimensions with minimum overhangs.
3. Owner assumes responsibility for any damages and must keep awning in good repair.
4. Awning must be rolled up in storage position when not in use and at night.
5. If/when awning is removed, building exterior must be restored to original condition.
6. Owner must agree to all the above terms and conditions and must notify future buyer of the responsibility for the retractable awning should the new owners want to keep it in place.

Color of awning will be: \_\_\_Tan \_\_\_Tan-Striped \_\_\_Gray \_\_\_Gray Striped

Must be signed by unit owner and approved by current Board of Directors

\_\_\_\_\_  
**Unit Owner's Signature**

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For landscaping, a garden committee recommendation is generally required.

Garden Committee recommendation: \_\_\_ Support \_\_\_ Do not support.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Board of Directors Decision: \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Board Officer Signature: \_\_\_\_\_

Send completed form to:

**THE LINKS AT ROLLING MEADOWS CONDOMINIUM ASSOCIATION**

**44 E Lakewood Blvd**

**Holland MI 49424**

Or email: [kellyu@wavelandpm.com](mailto:kellyu@wavelandpm.com)