

**THE HILLS OF WATERFORD**  
**ALTERATION/MODIFICATION REQUEST**

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DATE \_\_\_\_\_ UNIT NO. \_\_\_\_\_  
Owner Name \_\_\_\_\_  
Owner Address \_\_\_\_\_  
Owner Home Phone \_\_\_\_\_

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**REQUESTED MODIFICATIONS**

- |                           |                                 |
|---------------------------|---------------------------------|
| *Exterior Appearance      | *Landscaping                    |
| *Structural Parts of Unit | *Common/Limited Common Elements |
| *Satellite                |                                 |
| *Other _____              |                                 |

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**EXPLANATION OF MODIFICATIONS**

Please note that you **MUST** submit a drawing for any modification which requires same such as a landscaping modification, etc. The drawing should be on a site plan and the scale should be 1/2" – one (1) foot. Please list sizes and materials to be used.

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This work will be performed by: \_\_\_\_\_  
(List address and phone if outside contractor is to be used.) \_\_\_\_\_

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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:**

1. Actual construction will be performed by a licensed builder/contractor who is insured. All applicable codes and regulations will be followed and all necessary permits will be obtained at my/our expense and a copy of the permit will be submitted to KC Property Service.
2. I/we have read all applicable sections of the Bylaws and I/we understand same.
3. All maintenance of this Alteration/Modification will be performed at my/our expense.
4. I/we understand that, should any legal, regulatory agency require at any time in the future, modifications to this variance, they will be done at my/our expense.
5. Any maintenance costs incurred by the Association, as a result of this variance, will be at my/our expense.
6. I/we further understand that responsibility for any damage to the plantings, lawn, trees and/or landscaping belongs to the homeowner.
7. This alteration/variance/modification is subject to all the requirements of the Bylaws, occupancy agreements and other applicable regulations at the Board of Directors' discretion.
8. I/we understand that it is my/our responsibility to advise future assigns and/or owners of the unit of this modification and of their responsibility for same.
9. All of the above information is truthful and accurate.

**NO WORK SHALL COMMENCE  
UNTIL WRITTEN APPROVAL IS RECEIVED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Signature of Homeowner

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**RETURN COMPLETED FORM TO:**

**THE HILLS OF WATERFORD  
c/o KC Property Service, LLC  
26711 Woodward Ave. #310  
Huntington Woods, MI 48070**

**Or**

**Email: [p.cadman@kcpropertyservice.com](mailto:p.cadman@kcpropertyservice.com)**

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_ Title: \_\_\_\_\_