

**CORNERSTONE VILLAGE HOMEOWNER
Modification Approval Request Form
2025**

Today's Date: _____
 Future Installation Date: _____
 Homeowner(s) Names: _____
 Address: _____
 Lot #: _____
 E-mail Address: _____
 Home Phone: _____

Request: (circle)

Landscaping	Fencing	Patio / Deck	Pool / Spa	Exterior Paint
Roof	Skylights	Vinyl Siding	Windows / Shutters	Doors

Required Information (please include the following information with this completed request form):

LANDSCAPING: materials list, design print, plot plan of lot showing location of installed landscape materials NOTE: Requests to install a natural hedge fencing will not be granted.

FENCE: contractor print/sketch, plot plan showing installed location of fencing, photo/specs of fencing to be installed NOTE: Only 4-foot, black aluminum fencing of a common style is permitted in Cornerstone. Fences are not allowed on lots that border an association common area. Permits must be pulled with the township.

PATIO/DECK: type of material, color of material, dimensions of structure, location of structure on plot plan/lot survey
 NOTE: Patio/deck can not overhang the residence. Permits must be pulled with the township.

POOL OR SPA: pool plan showing size and location of pool on plot plan/lot survey, pool material/type NOTE: Only in-ground pools are allowed. Pools cannot overhang residence. Township requires that a fence be installed around pool. Permits must be pulled with township. Fence and landscape approvals must also be submitted for approval.

EXTERIOR MODIFICATIONS: material type and color samples are required
 NOTE: Colors must be considered to fit in with the flow and aesthetics of the subdivision (i.e. no hot pink doors, etc.)

BASKETBALL POLES: specific location of pole, manufacturer, make & model (with photo)

NOTE: Basketball poles must be black with clear plastic backboards.

IMPORTANT:

The Cornerstone Village Board of Directors meet on the fourth Tuesday of each month. The board will review requests at their monthly meetings.

In order to expedite the approval process, homeowners are asked to submit requests & required information electronically to JBC for early distribution to the board members.

Modification request forms can be emailed directly to **Stephanie@TeamJBC.Com**

**NOTE: Work must not commence until board approval is finalized.
Homeowners are at financial risk of full removal at their expense.**

PLEASE READ CAREFULLY THE TERMS OF THE APPROVAL:

- I/We have included all the required information with this request.
- I/We understand only fencing of a common material/height is permitted in Cornerstone Village.
- No ornamental or decorative fencing is allowed. Fencing is not allowed on lots that border a common area.
- I/We understand that I/We must obtain all necessary permits and approvals from the township.
- I/We understand that work must not commence until formal approval is provided to me/us.
- I/We understand that if any damage to the common association areas results from this project, I/We are completely responsible for the costs incurred to repair damage to the common elements.
- I/We understand that it is my responsibility to oversee my contractors and ensure they do not cause disruption to the other Cornerstone Village residents, including cleaning up debris each day.
- I/We understand if any changes are made to the original request, I/We are responsible for submitting the revisions for approval before commencing work.
- I/We understand that approval is not granted before work commences, the Association retains the right to ask me to remove any unapproved designs and/or materials.
- I/We understand that all requests must comply with the Cornerstone Village governing documents. I/We understand it is my/our responsibility to advise future owners of my lot of responsibilities.
- To expedite the approval process, I/We understand that it is my/our responsibility to provide all required information to the board members to review my request.
- I/We believe all the information provided is complete, truthful and accurate.

Homeowner(s) Signature: _____

Homeowner(s) Signature Date: _____

Return completed forms and required information:

E-mail: Stephanie@TeamJBC.Com

Mail:

JBC Management Company
13486 Canal Road
Sterling Heights, MI 48313
Phone: (586) 254-3000

Board approved Date: _____

Board rejected Date: _____

Date homeowner was notified: _____