



Approval Request Form

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|-----------------|-------------|
| Date: | |
| Homeowner Name: | |
| Address: | |
| E-mail Address: | Lot No.: |
| Home Phone: | Cell Phone: |

Type of Request:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio/Deck |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Exterior Modification (i.e. paint, roof, siding, etc.) | |
| <input type="checkbox"/> Other (please specify): | |

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: pool plan showing size and location of pool on plot plan/lot survey, pool material/type

NOTE: Only in-ground pools are allowed. Pool can not over hang 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: **specify** location of installed pole, manufacturer, make and model (with photo)

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

IMPORTANT:

The Cornerstone Village Board of Directors meet on the forth (4th) 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 all requests and required information electronically to ALK for distribution to the board members. Homeowners who submit hard copies of this request form and required information are asked to include five (5) copies, one for each board member to review independently. Hard copies of the requests can be mailed to the Cornerstone Village P.O box or dropped in the drop box at the clubhouse. Work is not to commence until approval is received.

Explanation of Request:

PLEASE CAREFULLY READ AND INITIAL THE FOLLOWING QUESTIONS TO ACKNOWLEDGE THE TERMS OF THE APPROVAL:

- 1) I/We have included all the required information with this request.
- 2) I/We understand that 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.
- 3) I/We understand that I/We must obtain all necessary permits and approvals from the township.
- 4) I/We understand that work should not commence on the project until formal approval is provided to me/us.
- 5) I/We understand that if any damage to the association common areas results from this project, I/We are responsible for the costs incurred to repair damages to the common elements.
- 6) 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 from the streets each day.
- 7) I/We understand if any changes are made to the original request, I/We are responsible for providing the revisions for approval before commencing work.
- 8) 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.
- 9) I/We understand that all requests must comply with the Cornerstone Village governing documents.
- 10) I/We understand it is my/our responsibility to advise future owners of my lot of their responsibilities.
- 11) In order to expedite the approval process, I/We understand that it is my/our responsibility to provide all required information before the board members will review my request.
- 12) I/We believe all the information provided is complete, truthful and accurate.

_____ Date

_____ Homeowner Signature

_____ Date

_____ Homeowner Signature

Completed forms and required information may be:

E-mailed to info@alkmanagement.com

OR

Mailed to the Cornerstone Village P.O. Box:

Cornerstone Village HOA

P.O. Box 183723

Shelby Township, MI 48318-3723

OR

Dropped in the secured drop box located in the clubhouse door

Request approved by: _____

Date: _____

Date approval provided to homeowner: _____