

## Alterations

Members may make certain installations and alterations in their townhouse. However, Members must adhere to the following policies:

1. An approved Installation/Alteration Permit is required.
2. Any installations/Alterations requiring electrical, natural gas, or plumbing work will require the contractor's license number.
3. Obtain any required permits from the City of Lansing, State of Michigan or any other authority. Any cost associated with the permit(s) is the Member's responsibility.
4. Make sure all work is completed in accordance with applicable building codes.
5. The Board of Directors has the right to require a Member to carry renter and/or liability insurance for certain Installation/Alteration Permit requests.
6. If any of the above conditions are not met, the Member may be required to immediately restore the townhouse to its original condition at the Member's expense, regardless of the cost of the alteration or restoration.
7. No increase in transfer value will be given from the Cooperative for alterations of any kind. Members may, however, attempt to sell any changes/additions directly to the next Member(s) of the townhouse.
8. If, at a later date, the Cooperative undertakes an improvement project which covers items a Member has already completed, no reimbursement will be made by the Cooperative to the Member.
9. Once completed, the Installations/Alterations must be inspected by Management for final approval. If the Installations/Alterations do not conform to policy, corrections will be required or the Installations/Alterations must be removed at the Member's expense and the noted areas returned to original conditions.
10. The Board of Directors reserves the right to require an approved Installation/Alteration to be removed for any reason and the area restored to its original condition. If the Board of Directors should require the removal of an approved Installation/Alteration and it is not removed, the Member will be charged for the removal and restoration.
11. If the Installations/Alterations are removed when a Member withdraws from the Cooperative, the townhouse must be restored to its original condition.
12. If there are further questions concerning Installation/Alterations Permits, Members should contact the Office at 517.882.3461 during normal business hours.