

VICTORIA COMMONS CONDO ASSOCIATION

HOMEOWNER REQUEST FOR EXTERIOR MODIFICATION

Background:

As Victoria Commons Residents are aware, standards and rules exist within our community for the purpose of maintaining a uniform and attractive environment. These items are outlined in our bylaws. The elected Board of Directors must act on behalf of the Residents to ensure that our community is not negatively impacted and our property values are not adversely affected.

Instructions:

Prior to making an exterior modification to your home, please complete and submit this form to the VCCA Board of Directors via email (vccaboard@gmail.com) or by mail (198 Victorian Lane, Belleville, MI 48111). This letter does not serve as notice to make the requested changes, all changes must first be approved by the board. You will be notified of a decision within 7 days.

Co-Owner Name(s): _____

Co-Owner Home Address: _____

Date Request Submitted to VCCA Board: _____

Please describe the proposed exterior modification (include as much detail as possible, including type of exterior modification, design, colors, dimensions, as applicable):

In addition, please attach samples or photographs of colors, design elements, and construction plans, as applicable, to this request.

For outdoor trash can receptacle enclosure requests, a drawing, diagram or other description which depicts the proposed location of the enclosure and specifies the materials to be utilized in constructing the enclosure is required.

Please note that some modifications may also need to be approved by the City of Belleville.