COLONIAL TOWNEHOUSES
INSTALLATION/ALTERATION PERMIT

PLEASE COMPLETE TOP SECTION Revised 10/06

Application

I hereby apply for permission to install the following appliances and/or make the following alterations in or around my residence:

_____

_____

Work to be performed by:_____

Licensed Contractors number:_____

I hereby certify that this work will be performed in accordance with all applicable codes and regulations.

PLEASE PRINT Name_____

Address_____

Phone Number_____

Date_____ Signature_____

PERMIT (To Be Completed By Management)

The permit requested above is hereby: _____Granted _____Denied

_____Although the permit has been granted, the member may be required to restore the premises to original condition if the membership is transferred.

_____**Satellite Dish Installation (see attached policy and permit)**

_____This alteration required a licensed contractor.

_____Call the office when this work is complete to be inspected.

_____In finishing your basement, the walls cannot enclose the furnace or the hot water heater. All walls must be at least one foot away from furnace or hot water heater.

_____Garden/Lawn/Shrubs Comments: _____

_____

_____Deck Size:_____(See Deck Policy for Specifications.) Must be built in accordance with policy.

_____Patio Size:_____(See Patio Policy for Specifications.) Must be installed in accordance with policy.

This permit is subject to all requirements of the bylaws, Occupancy Agreement and other applicable regulations.

Date_____ Approved by_____

C:\MyFiles\MyFiles\Policies\Alteration permit.wpd

COLONIAL TOWNEHOUSES

DECK POLICY

Members are allowed to build outdoor decks behind their townhouse. Before doing so, however, they should understand and follow the deck policy detailed below:

1. Detailed plans of the entire proposed deck and an Installation/Alteration permit (available at the office) must first be submitted to the Board of Directors and/or Management for approval. It may take up to or more than 30 days to get Board approval. Final approval of the deck will not be given until the deck is completely built and inspected.

2. Miss Dig (1-800-482-7171) must be called prior to any work beginning. This is the member's responsibility.

3. Deck wood must be wolmanized. All materials used to build the deck must be listed on your plans.

4. The deck color must be left natural or my be stained a color approved by the Board of Directors and/or Management.

   NOTE: You must have an approved installation/alteration permit from the Board of Directors and/or Management to stain the deck.

5. The deck must be free standing. The deck cannot be attached to the building.

6. The deck footings must be cemented at least three feet into the ground or below the frost line. Dek-Blocks can be used in place of the footings. Dek-Blocks can be purchased on Builder's Square, Home Depot, or any building supply store. (Please see pages 3 & 4.)

7. The width and length of the deck will be approved by Management and/or the Board of Directors. This will be determined by the amount of yard in the back of your townhouse. Under no circumstances is the deck allowed to exceed the width of the townhouse. The length and width cannot exceed 12 feet, no matter how large your back area is.

8. The bottom portion of the deck is to be completely enclosed. Landscape fabric or Visqueen must be used to control the growth of weeds underneath the deck.

9. Regular upkeep of the deck and it's surrounding area is required and is the member's responsibility. This includes repairing loose or broken wood, periodic resealing, trimming weeds and grass, etc. Unattractive, deteriorated, or otherwise unfit decks as determined by the Board of Directors and/or Management will be cited and must be brought into compliance as determined by the Board and/or Management.

10. The deck must meet all building codes, contain quality materials, and be visually acceptable in every respect.

11. If the deck is installed before permission is granted, the member may be required to remove the deck or bring it into compliance with the Deck Policy. This will be at the member's expense.

12. Decks must be completely surrounded by a railing with a minimum height of 36 inches. The railing cannot exceed a maximum height of 42 inches. The railing can only be constructed from wolmanized lumber, cedar, or the spindle type.

13. Partitions are not allowed. The top portion of the deck must not be enclosed

14. The deck/railing must be constructed in such a way as to not interfere with access to outside faucets, utility meters, or other such equipment. Room for a person to service such items must be available.

15. The deck must have a three-food wide exit/entrance onto the lawn area.

16. The floor of the deck cannot be higher than the threshold of the back door. The rear porch and steps cannot be removed.

16. Reconstruction of a deck due to servicing or other damage is the member's responsibility.

17. After completion of the work, the deck will be inspected by Management and Maintenance. If it does not conform to the deck policy, the defects must be corrected or the deck removed.

NOTE:

The Board of Directors has the right to reject or grant a variance to this policy if they determine it is in the best interest of the Cooperative.

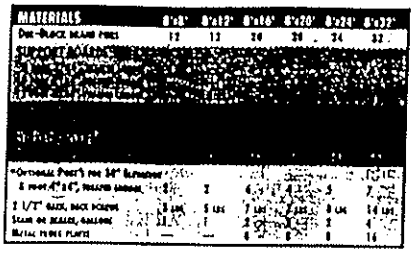
If the City of Lansing requires a building permit, it is the member's responsibility to obtain the permit.

The Board of Directors reserves the right to require a deck to be removed for any reason and the area restored to it's original condition. If the Board of Directors should require removal of the deck and it is not removed, the member will be charged for the removal and restoration.

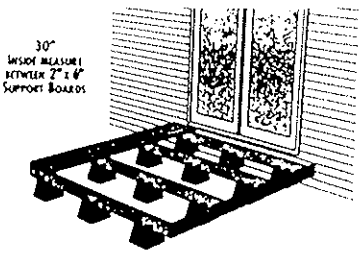
7/99

CHOOSE THE DEK-BLOCK DECK PLAN THAT'S RIGHT FOR YOU:

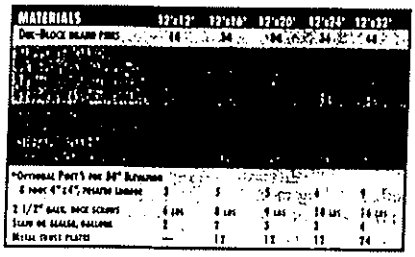
8'x8' • 8'x12' • 8'x16' • 8'x20' • 8'x24' • 8'x32'



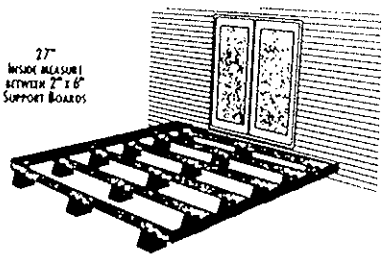
MATERIALS	8'x8'	8'x12'	8'x16'	8'x20'	8'x24'	8'x32'
DEK-BLOCK BEAM PIERS	12	12	20	20	24	32
SUPPORT MATERIALS						
*OPTIONAL POSTS FOR 24" ELEVATION						
4 POST 4"x4", PRESSURE TREATED LUMBER	2	2	4	4	5	7
2 1/2" DECK SCREWS	8 LBS	8 LBS	12 LBS	12 LBS	14 LBS	18 LBS
STAIN OR SEALER, GALLONS	1	1	2	2	2	4
METAL TRUSS PLATES	—	—	8	8	8	16



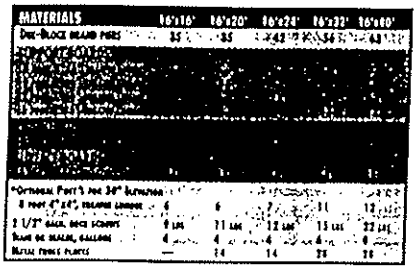
12'x12' • 12'x16' • 12'x20' • 12'x24' • 12'x32'



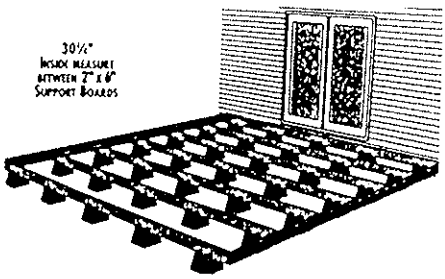
MATERIALS	12'x12'	12'x16'	12'x20'	12'x24'	12'x32'
DEK-BLOCK BEAM PIERS	16	24	24	24	40
*OPTIONAL POSTS FOR 24" ELEVATION					
4 POST 4"x4", PRESSURE TREATED LUMBER	3	5	5	6	9
2 1/2" DECK SCREWS	6 LBS	8 LBS	8 LBS	10 LBS	16 LBS
STAIN OR SEALER, GALLONS	2	3	3	3	4
METAL TRUSS PLATES	—	12	12	12	24



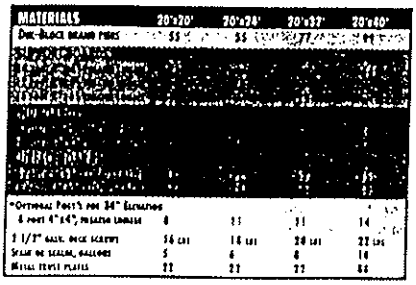
16'x16' • 16'x20' • 16'x24' • 16'x32' • 16'x40'



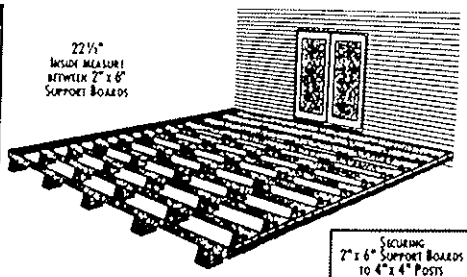
MATERIALS	16'x16'	16'x20'	16'x24'	16'x32'	16'x40'
DEK-BLOCK BEAM PIERS	25	25	42	56	68
*OPTIONAL POSTS FOR 24" ELEVATION					
4 POST 4"x4", PRESSURE TREATED LUMBER	6	6	7	11	12
2 1/2" DECK SCREWS	9 LBS	11 LBS	12 LBS	15 LBS	22 LBS
STAIN OR SEALER, GALLONS	4	4	4	6	8
METAL TRUSS PLATES	—	14	14	28	36



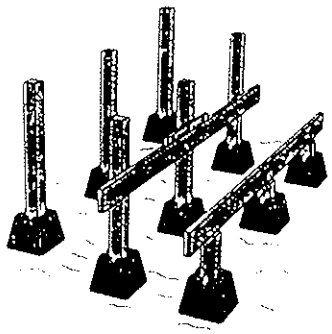
20'x20' • 20'x24' • 20'x32' • 20'x40'



MATERIALS	20'x20'	20'x24'	20'x32'	20'x40'
DEK-BLOCK BEAM PIERS	35	35	77	91
*OPTIONAL POSTS FOR 24" ELEVATION				
4 POST 4"x4", PRESSURE TREATED LUMBER	8	11	11	14
2 1/2" DECK SCREWS	16 LBS	16 LBS	28 LBS	32 LBS
STAIN OR SEALER, GALLONS	5	6	8	10
METAL TRUSS PLATES	22	22	22	44



HOW TO LEVEL OR ELEVATE YOUR DEK-BLOCK DECK



1. Position DEK-Block piers. Level the top of each DEK-Block pier, then insert 4"x 4" posts. Get the inside measurement for the distance between posts from the plan for the deck size you've chosen.

2. Determine height of deck with 2"x 6" leveler. Start at one side and work toward the other. Determine height of deck by tacking a 2"x 6" leveler to the 4"x 4" post at one end, then tacking the other end when the board is level. Top of 2"x 6" leveler will be height of deck (plus an additional 1-3/4" when decking is applied). Mark 4"x 4" posts along *underside* of 2"x 6" leveler. Repeat for each row of leveling posts.

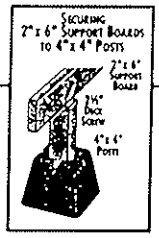
3. Cut 4"x 4" posts to length and position 2"x 6" support boards. Remove 4"x 4" posts from DEK-Block piers. Cut to length at marks made in Step 2. Reinsert posts in piers. Center 2"x 6" support board along tops of posts.

4. Square up 2"x 6" support boards and secure to 4"x 4" posts. Adjust outside support boards until diagonal distance between opposite corners is EQUAL and ends of all support boards are flush. Secure support boards to posts as shown.

GOT ANY QUESTIONS?

- BUILDING CODES
- DECK HEIGHTS OVER 30"
- STAIRS, CUSTOM EXTENSIONS AND SHAPES, BUILT-IN PLANTERS
- USE WITH OUTDOOR HOT TUBS, PLACE TWO ADDITIONAL DEK-BLOCKS DIRECTLY UNDER HOT TUB

TECHNICAL SUPPORT LINE
1-800-664-2705

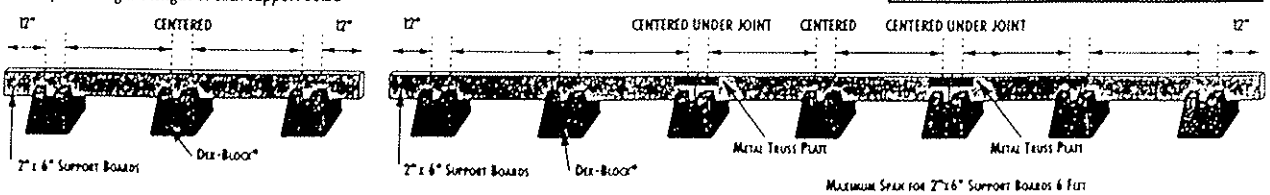


HOW TO SPACE DEK-BLOCK PIERS:

With single 8', 10' and 12' support boards. Space 3 Dek-Block piers along each support board as shown.

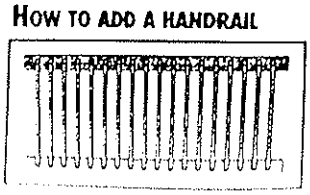
With single 16' support boards. Space 5 Dek-Block piers under each board as shown.

When two or more support boards are joined end-to-end. Support each support board at three points with Dek-Block piers as shown. Make sure that a Dek-Block pier is centered directly under each joint along the length of each support board.



MAXIMUM SPAN FOR 2"x6" SUPPORT BOARDS 6 FEET

HOW TO ADD A HANDRAIL



STEP 1: Position centers of outer 2"x 2" boards 5" in from each end of 2"x 6" handrail board, and attach with *one* 2 1/2" decking screw at the top. Attach bottom ends of 2"x 2"'s to deck support or facing board with two decking screws using a level to ensure that 2"x 6" handrail board is level with deck. Secure top of each 2"x 2" to handrail with a second screw.

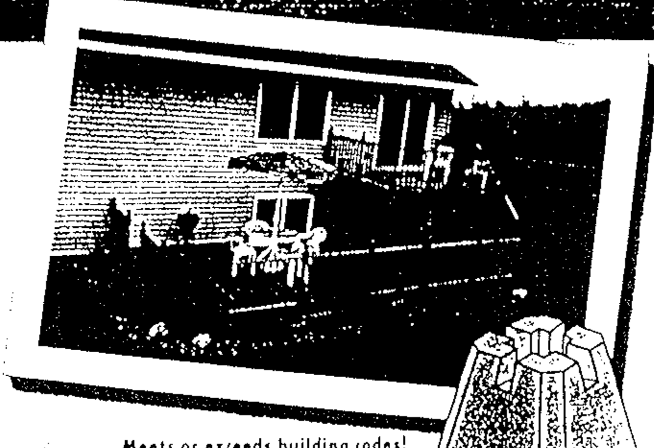
STEP 2: Position remaining 2"x 2" boards on 5" centers, and secure with two 2 1/2" decking screws top and bottom.

MATERIALS (PER SIDE)	8'	10'	12'	16'	20'	24'	32'	40'
8 FOOT 2"x6" TREATED LUMBER	1	—	—	2	—	—	1	—
10 FOOT 2"x6" TREATED LUMBER	—	1	—	—	2	—	—	4
12 FOOT 2"x6" TREATED LUMBER	—	—	1	—	—	2	2	—
42 INCH 2"x2" TREATED LUMBER (BEVELED AT BOTH ENDS)	20	25	30	40	49	59	74	97
2 1/2" DECK SCREWS	1LB	1LB	2LBS	2LBS	2LBS	3LBS	3LBS	4LBS

FREE! FLOATING FOUNDATION DECK PLANS with COMPLETE MATERIALS LISTS

Free! Take One & Start Shopping

NO HOLES, NO CEMENT, NO ATTACHING TO YOUR HOME WITH THE DEKBRANDS' DEK-BLOCK FLOATING FOUNDATION SYSTEM!



THE AWARD WINNING DEK-BLOCK® PIER MAKES CONSTRUCTION FASTER AND EASIER FOR UP TO 15% LESS

Today's Homeowner Magazine has awarded DEKBRANDS Inc. "*Best New Product 1997*" for its patented DEK-Block pier. Invented in Oregon in 1988, this ingenious patented 45 lb. block of cast concrete is revolutionizing deck building by eliminating the toughest, most time consuming parts of the job: *digging post holes, mixing cement and attaching the deck to your home* (which often involves removing siding).

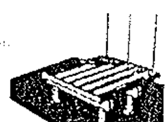
Meets or exceeds building codes!

20 EASY AFFORDABLE PLANS FOR DEK-BLOCK FLOATING FOUNDATION DECKS FROM 8'x8' TO 20'x40'

- NO holes to dig
- NO cement to mix
- NO wood to cut
- NO attaching to your home
- NO costly header beam substructure
- NO guessing about how much lumber to buy

DEK-BLOCK PIERS SIMPLIFY DECK CONSTRUCTION

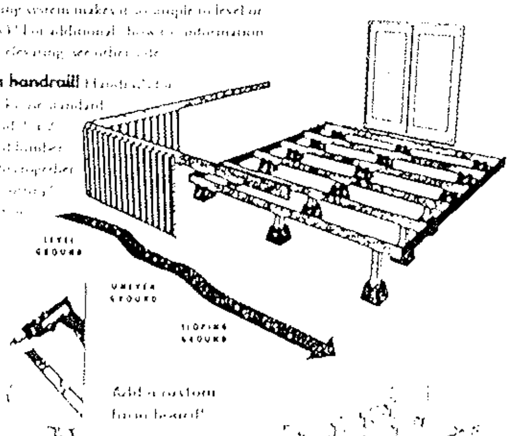
OLD CONVENTIONAL CONSTRUCTION



NEW DEK-BLOCK CONSTRUCTION

DEK-BLOCK PIERS SIMPLIFY DECK LEVELING AND ELEVATING. CUSTOMIZING IS A BREEZE!

Add a custom handrail!

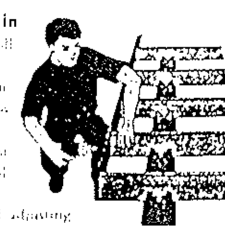


YOU ALREADY HAVE ALL THE TOOLS IT TAKES

Add a custom fascia board!

DEK-BLOCK PIERS REDUCE DECK CONSTRUCTION TO THREE BASIC STEPS:

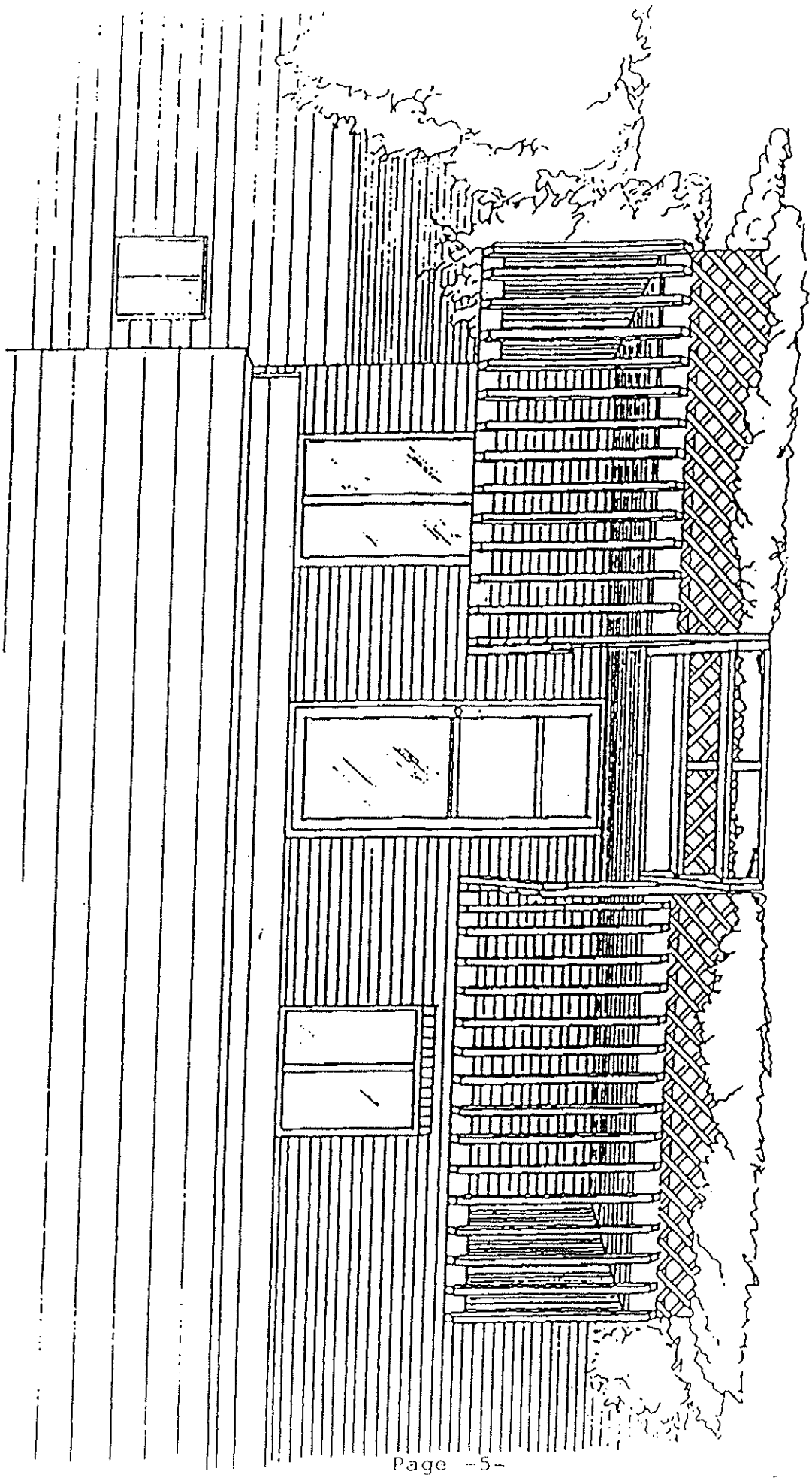
1. Position Dek-Block piers on the ground.

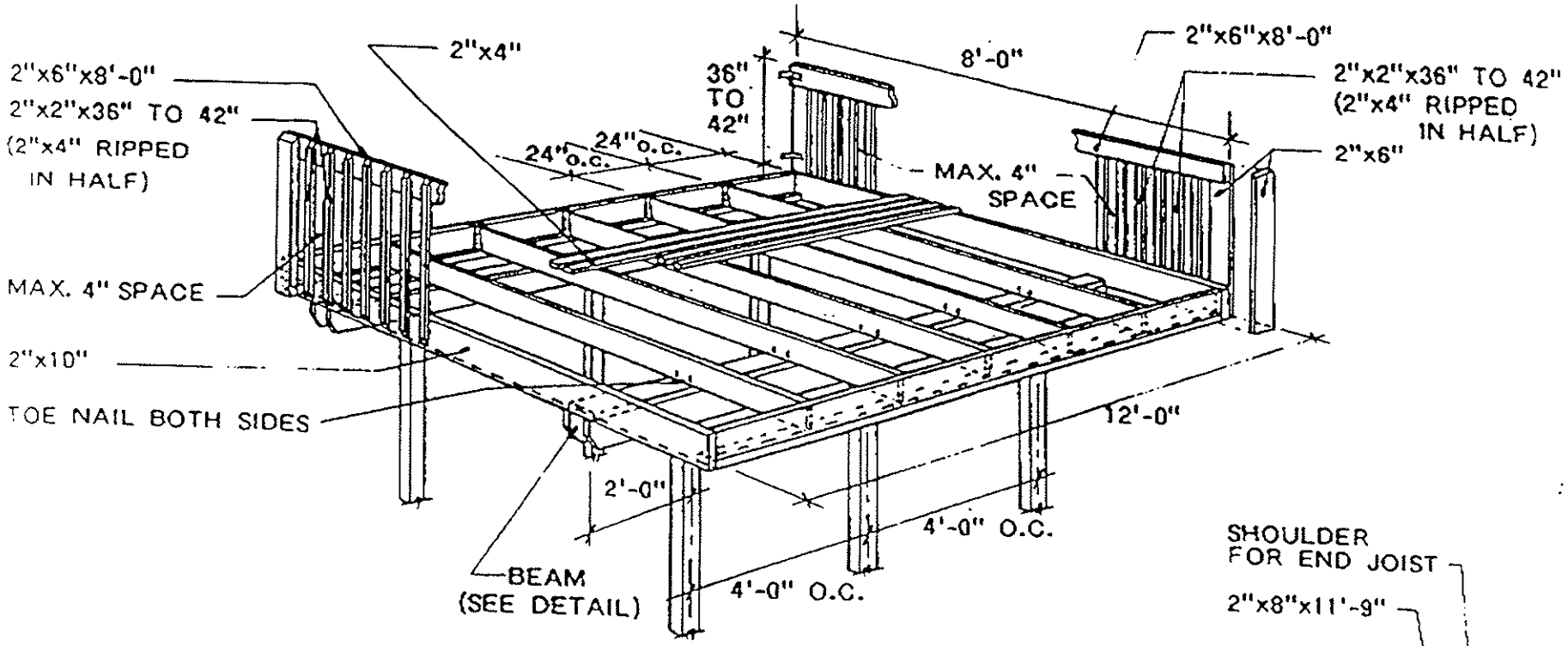


2. Place 2" x 6" support boards directly in Dek-Block piers.

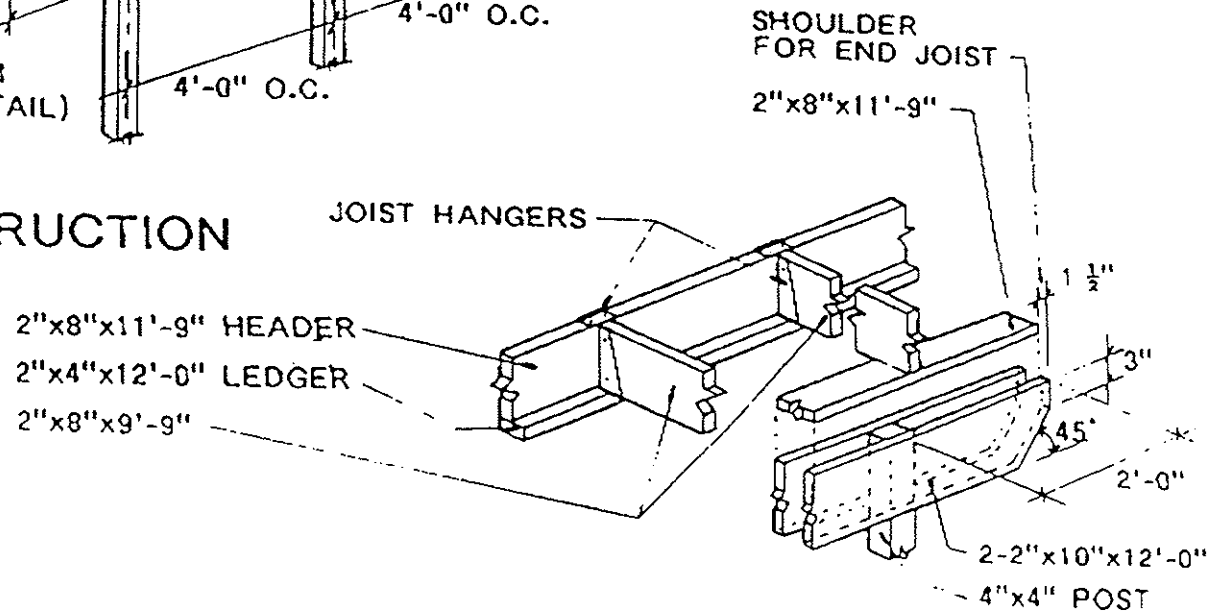
3. Install the 2" x 6" decking surface.

SHOP TODAY. BUILD ON SATURDAY.





DECK CONSTRUCTION
(no scale)



BEAM/POST DETAIL
(no scale)

NOTES:

STAIRS TO BE BUILT ON THE FRONT SIDE.

ALL OPEN SIDES MUST HAVE A RAILING.

DECK MUST BE FREE STANDING. DECK CANNOT BE ATTACHED TO THE BUILDING.

DIMENSIONS ON THIS PLAN DO NOT REFLECT THE SIZE THE POLICY REQUIRES.

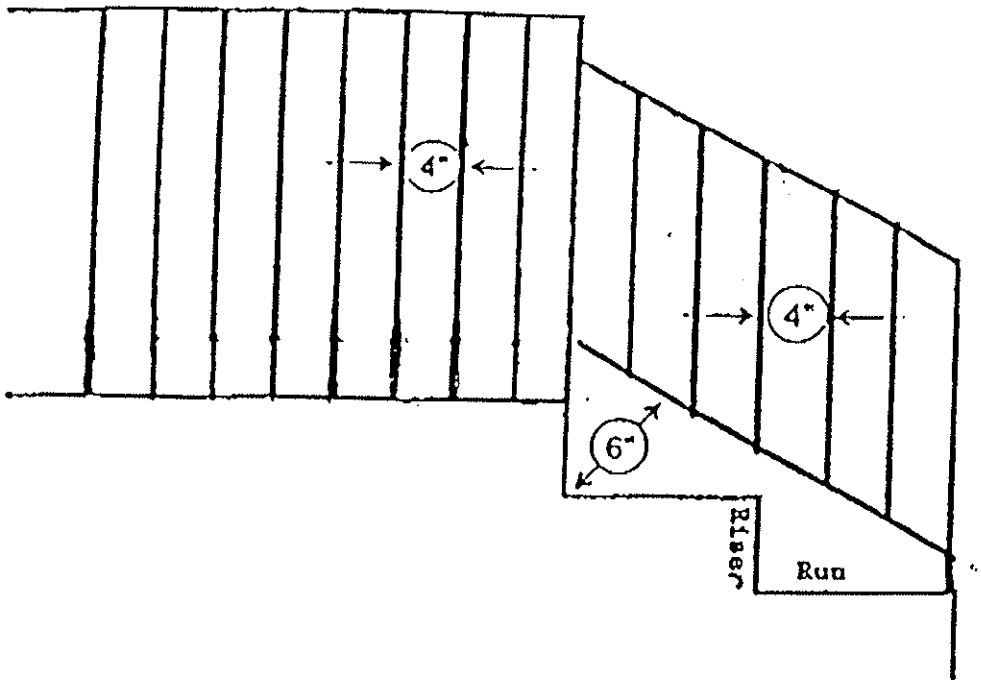
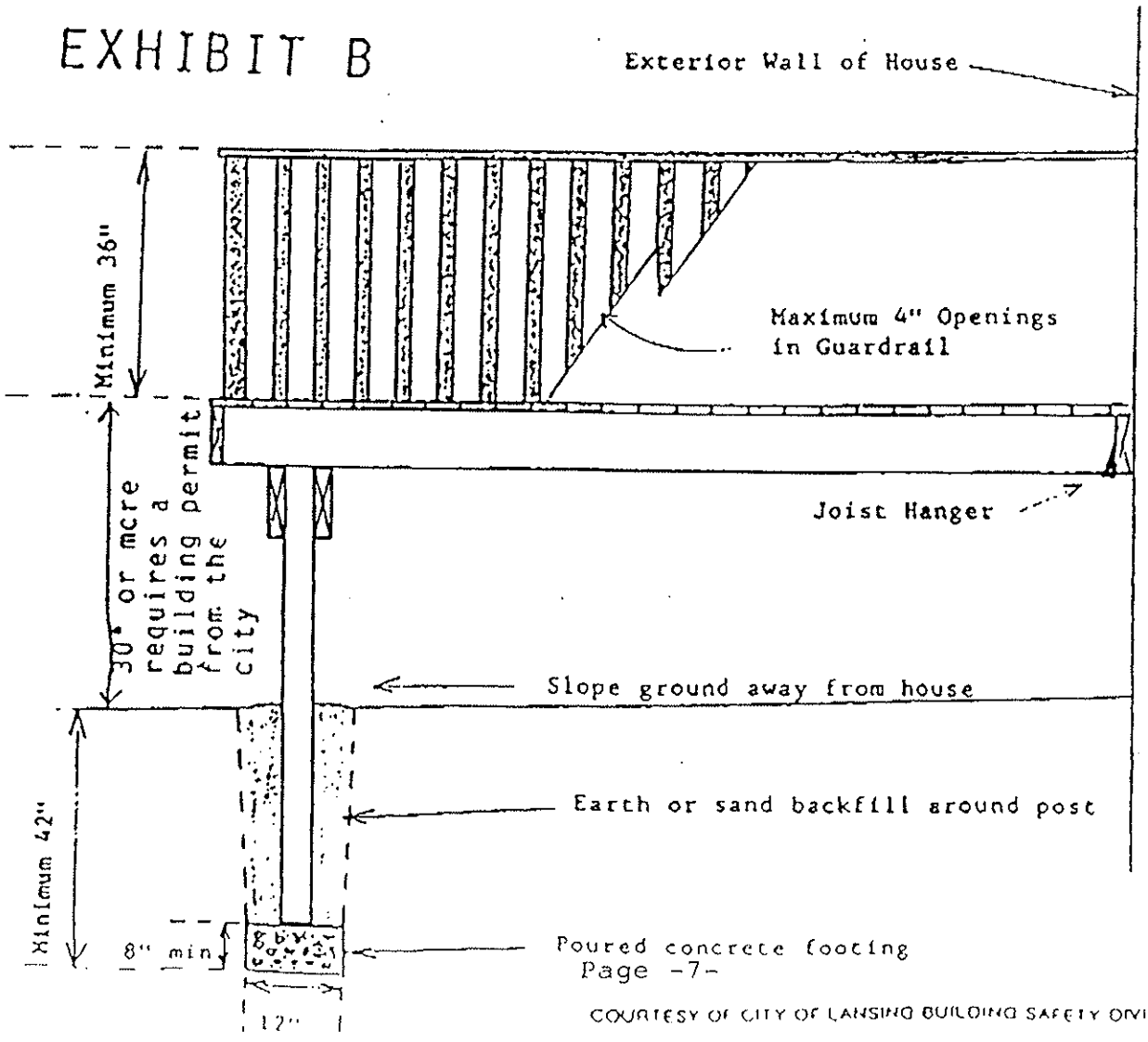


EXHIBIT B



COURTESY OF CITY OF LANSING BUILDING SAFETY DIVISION