



Variance Request

A variance request is required for any change to the exterior of a building (e.g., windows, doors, paint color, railings etc.), the interior of a unit (if an architectural/structural change is involved), or grounds (e.g., shrubs, trees, new or existing plant/flower beds). Variances are needed for all animals (i.e., dogs or cats). All variances must first be approved by the Board of Directors before making any changes. A completed HOA "Hold Harmless Waiver" form and a "Contractor Certificate of Liability Insurance" document may be required for your variance request. See the HOA document "Instructions For Making A Variance Request" for more details.

Resident Name

(required)

Unit#

(required)

Phone Number

Date

(required)

Contractor Name

Reason For Variance Request

In accordance with the Town Homes at Wood Run HOA, Inc. Declaration of Covenants, Conditions and Restrictions, I request your consent for a variance for the purpose of: *(please print or type)*

Description of Variance Request

Include dimensions, shapes, colors, specific location and materials to be used. If needed attach a second page to the request. Attach sketch or brochure, if applicable.

(please print or type)

(continued on page 2)



Variance Request Disclosure

I understand that under the Declaration of Covenants, Conditions and Restrictions, the Board of Directors (and/or the Architectural Review Committee) will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- No work or commitment of work will be made by me until I have received written approval from the Association.
- All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor/subcontractor.
- All work will be performed at a time and in a manner to minimize interference and inconvenience to other lot/property homeowners.
- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work now and in the future.
- I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connections with this work, and I will obtain any necessary governmental permits and approvals for the work.
- I understand and agree that the Town Homes at Wood Run Homeowners Association and its Board of Directors have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.

I understand that the Board will act upon this request within 30 days and contact me in writing, or via email, regarding their decision.

Resident Signature _____ **Date** _____

Send Completed Request To:

Town Homes at Wood Run HOA
c/o Crofton Perdue
111 Marsh Road - Ste 1
Pittsford NY 14534

— OR — Email to: info@croftoninc.com

Note: Requests should be received at least 1 week before the next scheduled Board of Directors meeting. Variances are good for 1 year.

_____ Do not write below this line _____

Board Member _____ **Received On** _____
Board Facilitator _____ **Completed On** _____ **Approved**

Comments: