

THE COTTAGES AT AUBURN MEADOWS HOA
VARIANCE REQUEST FORM

This form can be submitted electronically at: www.croftoninc.com,
then click on Cottages of Auburn Meadows

Please return the completed form to:

The Cottages at Auburn Meadows HOA
c/o Crofton Perdue Associates, Inc.
111 Marsh Road, Suite 1
Pittsford, NY 14534
Phone: 585-248-3840

Or email to Carm, the Assistant Property Manager: cpagan@croftoninc.com

OWNER: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

THE COTTAGES AT AUBURN MEADOWS HOA HOME ADDRESS (if different from mailing address):

PHONE:

HOME: _____ CELL: _____ EMAIL: _____

DATE SUBMITTED: _____ DATE RECEIVED: _____

In accordance with HOA covenants, easements, charges, and liens ("declaration") and the association rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my property. A detailed copy of the contractor's proposal, including sketches, drawings or blueprints, accompanies this application. Proof of contractor's liability and workers compensation insurance is available on request.

Description of project: _____

Anticipated start date: _____ Anticipated completion date: _____

Is this an amendment to a previous request? _____ If yes, the approximate date of the previous request: _____.

I understand that under the declaration and rules and regulations, the Architectural Control Committee (ACC) will act on this request and provide me with a written response of their decision within 30 days of the variance submission. I further understand and agree to the provisions outlined on page 2 of this request.

Homeowner Signature: _____

Additional provisions as agreed to by Homeowner's signature on page 1:

1. No work or commitment of work will be made by me until I have received written approval from the ACC.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.
3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
4. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
5. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that The Cottages at Auburn Meadows Homeowners Association, with the assistance of the ACC, will provide the final approval or disapproval of this request through the HOA's property management company (Crofton Perdue Associates). Any work or changes requested for this variance require any required permits. 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.

Action taken by Architectural Control Committee of The Cottages at Auburn Meadows Homeowners Association, Inc.

Date of Action: _____

_____ **Approved as requested**

_____ **Approved with the following exceptions:**

Disapproved based on the following

Any work not started on or before 90 Days of the submission of this variance is not approved and later construction must be subject to re-submittal of a Variance Application to the Architectural Control Committee

Tom Murray

The Cottages at Auburn Meadows HOA Representative
Property Manager

ACC Chairperson