

# Unionville Station Condominium

111 Marsh Road, Pittsford NY 14534

[unionville14468@gmail.com](mailto:unionville14468@gmail.com)

## “REQUEST FOR APPROVAL FORMS” (RFA)

INSURANCE REQUIREMENTS for RFA required work:

Licensed commercial contractors (minimum \$1,000,000), independent contractors (minimum \$300,000)

Homeowner or family member performing the work can be covered under the homeowner’s home insurance policy with recommended minimum \$300,000 liability

## RFA REQUIRED

1. Roof repair or replacement
2. New installation of back-up generators
3. New installation of air conditioning units
4. New additions to structure requiring additional use of undisturbed condo common property.
5. Construction of new deck or new patio slabs onto undisturbed condo common property. This would include any expansion of deck structure or patio slab beyond the existing deck or patio slab sizes
6. Complete siding removal and replacement. Type of and color to meet current by-laws specifications
7. Installation of new garden beds on unit sides and rear
8. Expansion of current front, side or rear garden dimensions
9. Removing or adding additional shrubs/plantings in front garden bed
10. Free-standing flag pole installation
11. Downspout drains and pop-up drains into condo property
12. Install of permanent & temporary handicapped ramps into below grade of condo common property with approved town permit
13. Install or removal of exterior antennas or satellite dish
14. New tree installs on condo common property

**ALL RFA REQUIRED** will need the **HOLD HARMLESS AGREEMENT** signed by contractor (or family member/friend who may be doing the work) and the homeowner.

November 14, 2025

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## NO RFA REQUIRED

**NO RFA REQUIRED** for normal maintenance or repair to unit, **BELOW THE “ROOFLINE”**, by homeowner or contractor. Roofline is determined to be above the current gutter level on each unit.

Examples of normal repair or maintenance include:

1. Pressure Washing
2. Window and door replacement or repair
3. Deck repairs
4. Porch repairs
5. Painting touch-up
6. Siding repairs
7. Gutter & downspout cleaning and repair
8. Repair or replacement of **EXISTING** air conditioner unit
9. Repair or replacement of **EXISTING** whole home back-up generators
10. Exterior mounted lighting repair or replacement
11. Maintenance or replacement of garden shrubs and planting owned by homeowner
12. Installations of awnings either manual or motorized
13. Repair or replacement of step entries to the unit
14. Repair or replacement of garage doors

Homeowners are **STRONGLY RECOMMENDED** to have, in force, a homeowner Insurance policy containing a minimum \$300,000 level of liability insurance and a worker compensation clause. Standard NYS homeowner insurance policies contain clauses to cover persons working at or visiting your home. In addition, the homeowner has the responsibility to have a **HOLD HARMLESS** (separate form) signed by the contractor (or family member/friend who may be doing the work) and it is the responsibility of the homeowner to verify the contractor has their own Liability Insurance.

November 14, 2025

**Unionville Station Condominium**

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**Request For Approval Form**

Mail to address above or email Keith@croftoninc.com

Date: \_\_\_\_\_

From: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Check the appropriate item below. Your request confirms that you have read and understand all Rules pertaining to your request. Don't forget to attach any required documentation or diagrams.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Addition to Dwelling  | <input type="checkbox"/> Patio                  | <input type="checkbox"/> Shrub Replacement      |
| <input type="checkbox"/> Deck                  | <input type="checkbox"/> Gas Powered Generators | <input type="checkbox"/> Tree(s)                |
| <input type="checkbox"/> Freestanding Flagpole | <input type="checkbox"/> Shrub Rearrangement    | <input type="checkbox"/> Other – describe below |
| <input type="checkbox"/> New Landscape Bed     | <input type="checkbox"/> Shrub Removal          |   |

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The Condominium Board of Managers **approves denies** your request for the use of the Condominium's Common Area as checked above. Approved request must be completed within six (6) months of approval date. **This RFA expires on:** \_\_\_\_\_

- ❖ The Board of Managers grants this permission based on your agreement that your respective request with its appropriate documentation (copy attached) and the Rules and/or conditions applicable which govern your responsibilities, will be strictly adhered to.
- ❖ You understand that any misuse of this Approval, or violation of the Rules governing your particular request, or your misuse of the Condominium's Common Area, will be subject to Condominium's Board of Managers review who, at their sole discretion, may elect a resolution in accordance with the Condominium's "Rules for Fines" or with just reason, rescind this Approval at any time and require that the affected Common Area be repaired and/or returned, at your expense, to its pre-developed condition.
- ❖ **At the Recommendation of our (Unionville Station Condominium) Insurance Agent, a COL (Certificate of Liability) and Workman's Compensation coverage is requested for all activities requiring the unit owner to hire a Contractor to perform RFA activities related to their unit. A Hold Harmless form (separate document) must also be presented with all RFA requests. It is understood that in some cases where the contractor is a one person business that they May not have Workman's Comp coverage. It should be understood that in those cases where the Unit owner chooses to hire one of these contractors, the Unit Owner assumes all liability through their Homeowners insurance, should there be any claim for damages or injury.**

**NOTE: If a contractor wishes to advertise their business, it must be on their vehicle or clothing. No signage is allowed in the common area. All contractor vehicles must be removed at the end of each business day.**

Unit Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

President's or  
RFA Chairman's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**HOLD HARMLESS / INDEMNIFICATION CLAUSE**

Mail to address above or email [Keith@croftoninc.com](mailto:Keith@croftoninc.com)

To the fullest extent permitted by law, the Contractor/Unit Owner, \_\_\_\_\_, shall defend, indemnify and hold harmless the Association, **Unionville Station Condominium**, and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from and (ii) arises out of the work being performed by the contractor or anyone hired by the contractor regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party, described in this Paragraph.

**Unionville Station Condominium  
Officer/Unit Owner**

**Contractor**

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

\_\_\_\_\_  
print name

\_\_\_\_\_  
print name

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Unit Address** \_\_\_\_\_

**Project Description** \_\_\_\_\_

\_\_\_\_\_