

Windsor Square Homeowners Association

VARIANCE REQUEST --- EXTERIOR MODIFICATIONS OF HOME OR GARAGE

NAME: _____ UNIT: _____ TEL: _____

Complete All Categories Below To Which This Variance Request Applies:

WINDOWS

Bronze or brown maintenance-free exterior finish only. No other color must show from outside when screens are installed. Must fit existing openings exactly, or explain under "OTHER / COMMENTS" below. Grids vs no-grids: The front must have all the same grid/no-grid configuration. The rear must have all the same grid/no-grid configuration. E.g. All front windows with grids and the rear with none.

	<u>Front Upper</u>	<u>Front Lower</u>	<u>Back Upper</u>	<u>Back Lower</u>
How many will be replaced?	_____	_____	_____	_____
How many have grids now?	_____	_____	_____	_____
How many will have grids?	_____	_____	_____	_____

DOORS

Check all that apply:

- _____ Front Door: Metal-clad, different style from next-door neighbors but similar to others in W.Sq)
- _____ Storm Door: Full panel or self-storing; maintenance-free exterior finish in white, almond, brown, or painted to match front door.
- _____ Patio Door: Bronze or brown, maintenance-free exterior finish only; may have grids.)
- _____ Garage Overhead: Almond, steel raised panel, windows in 3rd panel.
Submit picture if selecting other.

SIDING

_____ Garage Back: Nailite siding to match rest of garage, natural cedar color.

FURNACE / DRYER VENT / HOSE BIB

_____ Tan or Brown

OTHER / COMMENTS: Explain any discrepancies from standards shown above or describe any other modifications not listed. Describe how the proposed change will alter the exterior appearance of your home. Provide complete information on dimensions and materials, enclosing brochures or pictures. Attach additional sheets if needed.

CONDITIONS: By initialing each item below, I accept and agree to the following conditions:

- _____ The structure's exterior must be restored, upon completion, to its pre-work appearance. Substitution of materials is not permitted *unless specifically described* in this Variance Request.
- _____ Approval of this Variance Request is *strictly limited* to the work described above or, if applicable, as modified by the Association and described on the back of this form. I further understand that I may be required to correct, at my own expense, any work that does not conform to the specifications of the approved Variance. It is my responsibility to notify the contractor of any such modifications.
- _____ Work may not begin until I have received written approval of this Variance Request. I understand that I will receive a response within 30 days of its submission. An approved Variance Request is valid for 90 days, after which I must request an extension or submit a new Variance Request.
- _____ I will notify the Crofton Perdue when the work is substantially complete so that the Architectural Committee can inspect it to ensure that standards are met.

Please sign below & have contractor complete box on back of form. Submit with appropriate attachments to the Property Manager (info@croftoninc.com) via email OR TWO (2) printed copies to Windsor Square, 111 Marsh Rd-Suite 1, Pittsford NY 14534

SIGNATURE: _____ DATE: _____

CONTRACTOR: PLEASE INITIAL EACH ITEM AND SIGN

_____ I understand that no exterior work on a Windsor Square building is permitted before the homeowner receives written approval of a Variance Request which details the work to be done.

_____ I understand that the exterior must be restored, upon completion of the work, to its pre-work appearance. Substitution of materials is not permitted *unless specifically described* in an approved Variance Request.

_____ I understand that the homeowner may be required by the Association to correct, at his/her own expense, any work done which does not conform to the specifications in the approved Variance Request.

_____ I understand that any replacement windows must have a bronze or brown maintenance-free exterior finish AND that no other color may be visible from the exterior of the home after screens are installed. This includes all interior framing, trim, insulation strips, etc. used in the manufacture of the windows. From the exterior of the home, the only visible color must be the bronze (or brown) of the exterior frame. I further understand that the homeowner will be cited and required to correct installations that do not conform to this standard.

_____ I understand that Windsor Square's Architectural Committee must inspect the work when it is substantially complete in order to ensure that standards are being met. I will alert homeowner to call Crofton Perdue at appropriate time.

SIGNATURE: _____ **DATE:** _____

For Office Use Only -- Do Not Write Below This Line

Request Received By: _____ **Date:** _____
Architectural Committee or Property Manager

ARCHITECTURAL CONTROL COMMITTEE ACTION

Request Received By: _____ **Date:** _____
Committee Member

___ **Approved** ___ **Approved W/ Changes** ___ **Request Denied** **Date:** _____

Describe Changes Required for Approval or Reasons for Denying Request: _____

Date Management Co. Notified: _____ **Date Homeowner Notified:** _____

_____ **Completed Work Inspected & Approved By:** _____ **Date:** _____
Architectural Committee or Property Manager

(Attach any notes or comments to Association file copy)