

Barclay Park HOA Variance Procedures for Homeowner

- 1) Homeowner shall obtain a variance form from www.CroftonInc.com then click Barclay Park or call the office to have one mailed, emailed or faxed 585-248-3840.
- 2) Homeowner shall obtain proposal/estimate/quote from fully insured contractor of your choice
- 3) Homeowner shall complete variance form including:
 - a) Full description of modification including style, color, material if necessary
 - b) Contractor's Name
 - c) Check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
 - d) Included general liability and worker's compensation insurance certificate for contractor
- 4) Homeowner shall sign variance
- 5) Homeowner shall submit variance, proposal/estimate/quote, & insurance certificates to info@croftoninc.com or mailed to address below.
- 6) Once variance & all required documents are received, Crofton Perdue will submit items to Board of Manager for review. The Board has up to 30 days to review and make a decision on the variance.
- 7) Once a decision is made, variance is signed by the Board of Managers, the homeowner will be notified of the Board's decision by Crofton Perdue.
- 8) If variance was approved, Homeowner may schedule work to begin
- 9) Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the homeowner must note this in the variance or contact the Crofton Perdue with explanation.

Property Management Office:

Barclay Park c/o
Crofton Perdue Associates, Inc.
111 Marsh Road, Suite 1
Pittsford, NY 14534
Office: (585) 248-3840
Fax: (585) 248-3666
Web: www.CroftonInc.com
Email Info@croftoninc.com

Barclay Park HOA Variance Request Form

Submission of Plans to Architectural Guidelines Committee (AGC) or Board of Managers (BOM)
Review and decision by Architectural Committee and/or Board may take up to 30 days

Homeowner Name: _____

Address: _____

City, State & Zip: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Email Address: _____

Date Submitted: _____

Date Received by AGC/BOM: _____

In accordance with the Barclay Park Homeowner's Association covenants, easements, charges, and liens (declaration & by-laws) and the rules and regulations, I request your permission to make the following changes, alterations, renovations, additions and/or removals to my unit:

Details:

Is this an amendment to a previous request? Yes _____ No _____

If yes, approximate date of previous request: _____

I understand that under the declaration, by-laws, rules and regulations, the 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:

- 1) No work or commitment of work will be made by me until I have received written approval from the association.
- 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 done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
- 4) All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
- 5) I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- 6) I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- 7) I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws: codes: regulations; 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 Barclay Park, its Board of Managers, its agent and the committee have no responsibility with respect to such compliance and that the Board of Managers or its designated committee 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.

8) I understand that a decision by the committee is not final and that the Board of Managers may reverse or modify a decision by the committee upon the written application of any owner made to the Board of managers within thirty (30) days after the committee makes its decision.

9) The contractor is:

Contractor must carry General Liability & Worker's Compensation Insurance to work on Barclay Park property.

10) I have attached: (all can be selected)

- _____ a) A labeled, detailed drawing (to scale) or blueprint of plans
- _____ b) A copy of the proposal from the contractor with a detailed description of the work to be performed with a product information (i.e: proposal, brochures, pamphlet, tear sheets)
- _____ c) A copy of insurance certificate from contractor showing General Liability & Workman's Compensation Insurance coverage if effect at the time the work will be performed.

Homeowner's Signature: _____

Action Taken by Architectural Guidelines Committee (AGC) or BOM:

Date of Action: _____

_____ Approved as Requested

_____ Approved with the Following Exceptions

_____ Disapproved Based on The Following

Work to be completed within 30 days of variance approval. Any work not started on or before _____ is not approved and later construction must be subject to resubmittal to the Board.

Barclay Park HOA, Board of Members Signature