

**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 and provide specifications/details in Other/Comments section below:

- \_\_\_\_\_ Front Door: Metal-clad, different style from next-door neighbors but similar to others in WS.
- \_\_\_\_\_ 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 3<sup>rd</sup> panel. Must conform to community style and color standards.

**SIDING**

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

**FURNACE / DRYER VENT / HOSE BIB**

\_\_\_\_\_ Tan or Brown

**OTHER / COMMENTS:** Provide complete information on dimensions and materials, enclosing brochures or pictures. 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. 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 will 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 Property Manager when the work is substantially complete so that it can be inspected 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 via email OR TWO (2) printed copies**

**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 Property Manager must inspect the work when it is substantially complete in order to ensure that standards are being met. I will alert homeowner to call the Property Manager at the appropriate time.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

**Request Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Property Manager or Designee

**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:** \_\_\_\_\_  
Property Manager or Designee

***(Attach any notes or comments to Association file copy)***