

Otetiana Cove Homeowners Association Inc.

VARIANCE REQUEST

Return or Fax to:

Woodbridge Group
P.O. Box 237
271 Marsh Road Suite 3
Pittsford, NY 14534
FAX: 585-385-4693
E-Mail: Service@woodbridgegroup.com

Requested By:

Name: _____
Address: _____
Phone: _____
Date: _____

To: The Board of Directors:

I request permission to make the following changes to the exterior of my townhouse or to the common area of the community. I have attached a sketch of proposed changes, listed materials to be used, etc. (Please be specific. Extra sheets may be attached.)

Reason for request: _____

Length of Guarantee (if applicable): _____

Indicate future maintenance required by the Association: _____

Affected neighbors were notified of common area involvement? _____ Yes _____ NO

Name of contractor (company) who will do the work: _____

Contractor's certificate of insurance is attached or on file with HOA _____ Yes _____ No

Homeowner Signature _____

For Board of Directors Use

_____ Approved _____ *Approved With Conditions (see attached) _____ Disapproved

Date: _____ Signature: _____

Latest completion date after which any approval is automatically revoked and a new variance request is necessary: _____

Comments on final inspection by Board of Directors and/or Property Manager:

This change will _____ will not _____ become the responsibility of the unit owner financially as well as the maintenance and/or replacement.
