

Park Place at Hilton Condominium

70 Condominium Units on Chestnut Court, Salmon Run and Walnut Court
Hilton, NY 14468

Variance Request

Written approval by the Board of Managers is required PRIOR to commencement of any work being performed or any action being taken. Any change, addition or alteration undertaken without prior written approval by the Board will result in the unit owner being assessed the cost to remedy and return the element to its original state and/or fines being levied against the unit owner.

Unit Owner: _____

Address: _____

Phone: _____

Email Address: _____

I request permission to make the following change, addition or alteration to the specific area as checked below. I have read, understand and agree to comply with all the By-Laws and Rules and Regulations pertaining to my request.

Change, addition or alteration to interior of my condominium unit

Change, addition or alteration to exterior doors, door frames, windows or window frames of my condominium unit

Change, addition or alteration to a limited use common element

Change, addition or alteration to a common element

Reason for request: _____

Name of Contractor _____

Attach a drawing of the proposed change, addition or alteration. Also attach a list of materials to be used and indicate who will do the work. (Please attach additional sheets and be specific.)

For security systems the owner shall provide the name and telephone number of the contact person and/or company.

(over)

For patios the owner shall provide plans for the location (detailed drawing, to scale, of subject unit and adjacent units showing location of slab in relation to units). The patio slab is to consist of poured concrete and to be 10' x 12' in size. The slab shall measure 10' across at the unit and extend 12' into the common area. Fencing, 4' high, shall consist of Bufftech's "Countess" or equivalent style fence (vinyl, white in color) and shall be attached to the patio slab with a 4' opening in the rear. Privacy fencing of white vinyl construction and a uniform height shall be attached to the sides and rear edge of the patio slab leaving a four-foot center opening at the rear edge of the patio. The opening may be gated with a gate of the same white vinyl construction and height as the fence. Per Article VI, Section 21 of the By-Laws, future maintenance is the responsibility of the unit owner. Owner is responsible for obtaining a stakeout for utilities and is also responsible for repairing any damage caused by installation.

Article VI, Section 13 of the By-Laws requires the Board of Managers to execute all applications for required permits for work approved by the Board. Therefore, the owner will be required to obtain and complete any appropriate permit applications and submit them to the Board for execution. The executed applications will be returned to the owner, who will be responsible for obtaining all permits and displaying them at the work location for code compliance inspection.

Future maintenance is the responsibility of: ___Condominium OR ___Unit Owner

Signature of Owner: _____

ACTION TAKEN BY THE BOARD OF MANAGERS

Approved

Denied

Comments: _____

Date: _____ Signature: _____

Date after which any approval is automatically revoked and a new Request for Approval will be required: _____

Send this form and all supporting documentation, pictures, etc. to the Managing Agent at the address listed below.

Managing Agent: Woodbridge Group

P.O. Box 237
Pittsford, NY 14534

Telephone: 585.385.3331
Fax: 585.385.4693