

# Horizon Pointe Homeowners Association Inc.

## VARIANCE REQUEST

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**Return or Fax to:**

Woodbridge Group  
P.O. Box 237  
Pittsford, NY 14534  
FAX: 585-385-4693

[service@woodbridgegrouppro.com](mailto:service@woodbridgegrouppro.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 home 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: \_\_\_\_\_

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

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

*I will be responsible to restore to its original condition all damage caused by the proposed change.*

Homeowner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**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:  
\_\_\_\_\_  
\_\_\_\_\_

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**This architectural change will \_\_\_\_\_ will not \_\_\_\_\_ become the responsibility of the owner as it concerns maintenance and/or replacement.**

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