

# GENESEE RIVERVIEW HOA VARIANCE FORM

Please allow enough time for the HOA to act on your request. The Architectural standard committee reviews variances the second Wednesday of each month. The Board reviews the ASC approved variances on the third Thursday of each month. **Do NOT order or start any work until the attached Variance has been APPROVED by the Board of Directors.**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

I request approval to make the following changes, alterations, renovations, additions and/or removals to my property:

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*It is required to attach a detailed drawing, spec sheets, &/or photos to illustrate your plan(s). A certificate of liability and workers compensation insurance must be provided for each contractor working on your property. You or your Contractor may also be responsible for obtaining a Town Building Permit.*

I understand and agree to the following provisions:

1. No work will begin until I have received written approval from Woodbridge Group.
2. If you began work prior to receiving an approved variance the work will be required to stop and you will be responsible for the complete removals at your expense.
3. This work must be completed within three month of approval date.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

You will be notified with a response of the decision within 30 days of receipt, sooner if possible.

Send completed form to:  
service@woodbridgegroup.com  
- or - Woodbridge Group @ P.O. Box 237, Pittsford, NY 14534.  
For Board of Directors Use

\_\_\_\_\_  
Committee Reviewer's Signature

Approved      Not recommended      Date \_\_\_\_\_

\_\_\_\_\_  
Board Signature

Approved      Denied      Date \_\_\_\_\_

Additional comments as part of this approval:

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