

# *The Greens Homeowners Association, Inc.*

c/o Woodbridge Group Management ♦ 271 Marsh Rd., Suite 3, P.O. Box 237, Pittsford, NY 14534  
Office (585)-385-3331 ♦ Fax (585)-385-4693

## VARIANCE REQUEST

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**Return or Fax to:**

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

**Requested By:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

**To: The Board of Directors:**

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

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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

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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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

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