

# Redfield Grove Association, Inc.

## VARIANCE REQUEST

**Return to:**

Woodbridge Group  
P.O. Box 237  
271 Marsh Rd. Suite 3  
Pittsford, NY 14534  
Fax 585-385-4693  
Service@WoodbridgeGroupPro.com

**Requested By:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**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 must have liability and workers compensation insurance for variance approval.

Certificates attached or on file with HOA \_\_\_\_\_ Yes \_\_\_\_\_ No

**Homeowner Signature:** \_\_\_\_\_

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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 change will \_\_\_\_\_ will not \_\_\_\_\_ become the responsibility of the unit owner financially as well as the maintenance and/or replacement.**

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