

# Somerset Townhomes Condominium

## VARIANCE REQUEST

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**Return or Fax to:**

Woodbridge Group  
PO Box 237  
271 Marsh Road, Suite 3  
Pittsford, NY 14534  
FAX: 385-4693  
E-Mail: 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 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: \_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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