

# VICTORIA WOODS PHASE IV HOMEOWNERS ASSOCIATION

c/o Woodbridge Group ♦ P.O. Box 237 ♦ Pittsford, NY 14534 ♦ 585-385-3331

## VARIANCE REQUEST

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**Return or Fax to:**

Woodbridge Group  
P.O. Box 237  
Pittsford, NY 14534

FAX: 585-385-4693

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 Townhome, the common area, or exclusive use areas 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 Association: \_\_\_\_\_

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

**Contractor's certificate of insurance is attached or on file with Office:** \_\_\_\_\_ 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, or Others:

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

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