

Canalside Homeowners Association Inc.

VARIANCE REQUEST

Return or Fax to:

Woodbridge Group
271 Marsh Rd. Suite 3
P.O. Box 237
Pittsford, NY 14534
O-585-385-3331, FAX: 585-385-4693
Service@woodbridgegroup.com

Requested By:

Name: _____
Address: _____
Phone: _____
Date: _____
E-Mail: _____

To: The Board of Directors:

I request permission to make the following changes to the external part of my unit or to the common area of the building. I have attached a sketch of proposed changes, listed materials to be used, and who will do the work. (Please be specific. Extra sheets may be attached) Also, all request for an exception to the rules and regulations must have this form on file with the board. I agree that I will be responsible for any future maintenance required for the changes listed below.

Reason for request: _____

PLEASE NOTE: Homeowner **must** notify a board member of the date work is to start and again when completed, so it may be inspected

Start Date: _____ Completion Date: _____

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's certificate of insurance is attached or on file with HOA _____ Yes _____ No

**** Contractor must supply a village work permit ****

Homeowner Signature _____

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: _____

Final Inspection By: _____ Date: _____

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.
