

Variance Procedures for Owner  
Ridge Meadows HOA

1. Owner obtains a variance form from Woodbridge Group
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner completes variance form including:
  - a. Full description of modification including style, color, materials - please read the variance guidelines information carefully for any specific details required for certain types of variance requests.
  - b. Contractor's name & contact information
  - c. On 2<sup>nd</sup> page of variance, check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
  - d. **Include general liability AND workers' compensation insurance certificates for contractor. Ridge Meadows will not allow any contractor to work on the property who does not carry both insurances. This rule also applies for contractors who don't have any employees.**
  - e. **Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require you to be listed as "additionally insured" along with the job description in the Description of Operations.**
4. Owner sign variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to Woodbridge Group PO Box 237, Pittsford NY 14534 or via email to [Service@Woodbridgegrouppro.com](mailto:Service@Woodbridgegrouppro.com)
6. Once variance & all required documents are received, Woodbridge will submit the variance to Board of Directors for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & variance is signed by the Board of Directors the owner will be notified of the Board's decision.
8. Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the owner must note this in the variance or to Woodbridge Group with an explanation (i.e. product must be ordered, weather, etc....)

Property Management office:

Woodbridge Group  
271 Marsh Rd, Suite 3  
PO Box 237  
Pittsford NY 14534  
585-385-3331  
Woodbridgegrouppro.com