

Hillsboro Cove Homeowners Association, Inc.

VARIANCE REQUEST

HOMEOWNER: _____

PLEASE RETURN COMPLETED FORM TO:

Hillsboro Cove Homeowners Association, Inc.
c/o Tom Finegan
395 Spinnaker Lane
Webster, NY 14580

ADDRESS: _____

PHONE: Daytime _____

Evening _____

TO: THE BOARD OF DIRECTORS:

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY HOME OR TO THE COMMON AREA OF THE ASSOCIATION. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

REASON FOR VARIANCE REQUEST: _____

WHO WILL COMPLETE THE WORK? (All contractors must provide the association a certificate of insurance evidencing appropriate liability and workers compensation insurance): _____

LENGTH OF GUARANTEE (IF APPLICABLE): _____

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: _____

DATE

SIGNATURE OF PETITIONER

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BOARD OF DIRECTORS ACTION

____ APPROVED

____ DENIED

DATE

AUTHORIZED SIGNATURE

COMMENTS: _____

NOTE:

"APPROVAL OF THIS VARIANCE EXPIRES 90 DAYS FROM THE DATE SIGNED BY THE BOARD PRESIDENT. FAILURE TO COMPLETE THE PROJECT WITHIN THIS TIME WILL LEAD TO AUTOMATIC REVOCATION OF THE APPROVAL AND REQUIRE THE HOMEOWNER TO RE-APPLY FOR APPROVAL"

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: _____

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER: _____