

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VARIANCE REQUEST

PLEASE RETURN COMPLETED FORM TO:
Churchville Greene Homeowners Association
c/o Realty Performance Group, Inc.
1800 Hudson Avenue, Suite 100
Rochester, NY 14617

HOMEOWNER: _____

ADDRESS: _____

PHONE Daytime: _____

Evening: _____

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 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 RPG 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

=====

BOARD OF DIRECTORS ACTION: _____ APPROVED _____ DENIED

DATE

AUTHORIZED SIGNATURE

COMMENTS: _____

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 _____

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VARIANCE REQUEST CHECKLIST

WINDOWS:

- Slider type (crank or sash windows **NOT** permitted)
- Must be exact dimensions
- Installer specifications and copy of proposal must be included
- Specify whether all windows will or will not have grids

DOORS:

- Must be exact dimensions
- Installer specifications and copy of proposal must be included
- Conservative design and color (Must be approved)/**Include a picture of door**
- If just painting variance still needed

AIR CONDITIONERS:

- Preferred Location – Units should be installed in homeowners patio
- If not possible must be in current location
- Installer specifications and copy of proposal must be included
- Previous openings must be reused

SATELLITE DISHES:

- Mounted to fascia area on “stand-off” brackets
- Wire should enter at closest point
- Wire concealed behind the J Channel or corner piece to prevent hanging

OTHER:

- Modifications must be per Declaration and policy of the Association, and must be approved by the Board **BEFORE** beginning work

Signature of Homeowner _____

Date _____

CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

VARIANCE SPECIFICATIONS

FENCE STAINING: Only natural wood preservatives are to be used. Samples of these preservative are on display at the barn. **Paint is not acceptable.**

REPLACEMENT WINDOWS / DOORS: Windows must be identical in kind. Windows must be slider windows (crank or sash windows are not permitted). Upgraded materials may be permitted. Variance must include a copy of the installer's specifications along with a copy of the proposal from the installer.

AIR CONDITIONERS: If possible, air conditioning units must be installed in the homeowner's enclosed patio. Any previous holes from lines into the unit from the air conditioning unit to be replaced must be reused. Variance is to include a copy of the installer's specifications along with a copy of the proposal from the installer.

SATELLITE DISHES: All satellite dishes are to be professionally installed and are to include copies of the installer's specifications and proposal. **The Board of Directors will designate the location.** Mounting of "super dish" sized satellite dish will be on the fascia, roof mounting will not be permitted. Location will be noted on variance request.

ROOF VENTS: (Added 09/10/97) Any type of roof vents installed by owner / contractor must match existing vents on roof where vent is to be installed (or as close as possible). Any damage to roofs and/or units during the installation of the vent will be the homeowner's responsibility to repair / replace to the condition prior to damage. All work is to be guaranteed for two (2) years.

OTHER: Modifications must be per Declaration and policy of the Association and must be approved by Association Board **BEFORE** beginning work.