

# Hillsboro Cove Homeowners Association, Inc.

## ARCHITECTURAL VARIANCE REQUEST

**PLEASE RETURN COMPLETED FORM TO:**

Hillsboro Cove Homeowners Association, Inc.  
Realty Performance Group  
1800 Hudson Ave.  
Rochester, NY 14617  
[Info@realtyperformancegroup.com](mailto:Info@realtyperformancegroup.com)

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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. I HAVE READ PAGES 13-16 OF THE HILLSBORO COVE RULES & REGULATIONS. (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

**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: \_\_\_\_\_