

WOODBURY COMMONS REQUEST FOR APPROVAL (RFA)

Homeowner:

Address:

Phone (Daytime):

I request approval for the following changes to the exterior of my townhouse and property 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.

Summary of changes proposed:

I provide the following information in support of this application by the attached pages. ALL SIX ITEMS MUST BE PROVIDED:

- ☐ 1) Photo, picture or sketch of proposed change
- ☐ 2) Description of materials to be used and/or an item number and manufacturer sufficient to allow the Board to research the material or item to be used
- ☐ 3) Description of the material color and, in the case of windows and storm doors, a color sample.
- ☐ 4) Name of contractor doing the work and certificate of insurance evidencing appropriate liability and workers compensation insurance
- ☐ 5) Reason for Request for Approval
- ☐ 6) Nature of any future maintenance that may be required to be done by the Association

Date:

Applicant's Signature:

/s

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Please return completed form to:

ddrake@realtyperformancegroup.com

or

Realty Performance Group, Inc.
1800 Hudson Avenue, Suite 100
Rochester, New York 14617

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Board of Directors action:

Approved ☐ Denied ☐

Conditions or comments, if any:

Date for completion of approved work, after which approval will be revoked and a new RFA will be required:

Decision Date: RPG Mgr's Signature /s

Date that the Board informed applicant of its decision:

Via: E-mail ☐ USPS ☐

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For RFA's where conditions are specified above, the following acknowledgement needs to be returned via RPG (email/ mailing address above) before any work is started:

ACKNOWLEDGMENT and AGREEMENT re: RFA Approval with Conditions

I hereby ACKNOWLEDGE and AGREE that this RFA has been approved based upon the conditions stated in the RFA APPROVAL with CONDITIONS dated _____, that I have read and understand all the conditions stated in the RFA, that any questions I have regarding the conditions have been satisfactorily answered and I agree to proceed in compliance with the conditions and that no work will commence until I receive notification from the Board that they have received this executed ACKNOWLEDGMENT and AGREEMENT. Further, I agree that should I not comply with the Conditions set forth in the RFA Approval, the WCHOA/Association may proceed to impose a fine and/or penalty, contract to have the work completed or otherwise satisfactorily performed at my expense and/or file a judgment and/or lien against me personally and against my property all in accordance with Rule (1) (d) .

Date: /s

Attached pages:

- 1) Photo, picture or sketch of proposed change (attach separately)
- 2) Description of materials to be used and/or an item number and manufacturer sufficient to allow the Board to research the material or item to be used

- 3) Description of the material color and, in the case of windows and storm doors, a color sample.

- 4) Name of contractor doing the work and certificate of insurance evidencing appropriate liability and workers compensation insurance

- 5) Reason for Request for Approval

- 6) Nature of any future maintenance that may be required to be done by the Association