



GUIDE TO ARCHITECTURAL COMPLIANCE

Owning a home in a planned community offers many advantages to a homeowner, but at the same time imposes some restrictions. These restrictions are not meant as an inconvenience, or invasion of your freedom of choice, rather they are a means of sustaining harmony and continuity in your community.

- Complete the attached Application for Architectural Change and submit for review and approval **before any change, modification or replacement can be made.**
- A picture, brochure, sketch or diagram is necessary to attach to the application.
- The name, phone number and address of the installer.
- Copy of an insurance certificate of the installer.
- All permits from the Town must be filed for.
- All requirements from the Town and State of New York must be abided.
- If the work is undertaken by the homeowner and/or homeowners' contractors or friends, any and all damage to common areas will be repaired by the association billed to the homeowner.
- Be sure to have the contractors **REMOVE AND DISPOSE OF ALL CONSTRUCTION MATERIAL.** Any debris from remodeling is to be disposed of by the contractors.
- Advise management when the project is completed so a final inspection may be made.
- The Board of Managers will not consider any architectural change applications from owners who are in arrears with their monthly assessments or who are out of compliance with existing rules and regulations.

If you have any questions, please contact the management office at 716-204-2771.

ESSEX GREENS AT WATERFORD
APPLICATION FOR APPROVAL OF ARCHITECTURAL CHANGE

PLEASE RETAIN A COPY FOR YOUR RECORDS AND SEND THE ORIGINAL
OF THIS APPLICATION AND ALL SUPPORTING PAPERWORK TO:

ESSEX GREENS AT WATERFORD
52 SOUTH UNION ROAD
WILLIAMSVILLE, NY 14221

*No Work May Be Commenced Prior To Unit Owner Receiving a Signed Approval From the Association.
Please Expect **30 Days** For Processing After Association's Receipt of All Required Paperwork & Information.*

UNIT OWNER NAME: _____ UNIT ADDRESS _____

PHONE NUMBERS: HOME () _____ WORK () _____ CELL () _____

PROPOSED ALTERATION or MODIFICATION: _____

PROPOSED STARTING DATE: ____/____/____ PROPOSED COMPLETION DATE: ____/____/____

CONTRACTOR PERFORMING WORK: _____ Contact Person: _____

ADDRESS: _____ PHONE : () _____ CELL () _____

THE FOLLOWING INFORMATION & DOCUMENTATION IS REQUIRED (ATTACH AS MANY PAGES AS NECESSARY):

1. Complete & Detailed Description of Proposed Alteration or Modification
2. Photograph(s) of Affected Area As Existing (*Before* Proposed Alteration or Modification)
3. Drawing(s) or Blue Print(s) Done To Scale Showing Plans, Elevations & Cross Section(s), Lot Survey showing location
4. All Building Permits Or Other Government Approvals Necessary
5. List of Specific Materials To Be Used (Including Brand(s), Model Number(s), and Color)
6. Liability Insurance Face Sheet With Expiration Date

UNIT OWNER: READ CAREFULLY AND SIGN BELOW

The Unit Owner understands and agrees that he/she is solely responsible for: (i) the cost of the alteration or modification (including all permits), the quality of construction, maintenance, upkeep, repair, replacement and/or removal (consistent with Association standards) of any approved alteration or modification; (ii) any damage to and the cost of repair of any other Unit or common element or other Association property resulting from the construction, installation or use of the alteration or modification; and (iii) the cost of repair, relocation or movement of the underground utility line(s) (e.g., electricity, water, gas, telephone, cable, etc.) made necessary by the proposed alteration or modification or resulting from damage or service disruption caused during or as a result of said alteration or modification and use thereof. The Association assumes no responsibility for, and the Unit Owner hereby agrees to hold harmless and indemnify the Association from, any and all such damages, costs and expenses including reasonable attorneys' fees. Prior to the sale of the Unit, Unit Owner must provide the Association with written acknowledgement from the Buyer that he/she will be bound by the foregoing conditions or the Unit Owner must remove the alteration or modification and return the Unit and other affected area(s) to its/their original condition before closing on the sale.

X SIGNATURE OF UNIT OWNER: _____ **DATE:** ____/____/____

THIS SECTION TO BE COMPLETED BY THE ASSOCIATION

The Above Application is: _____ Approved Subject to Final Inspection
_____ Approved with Restrictions (See Attachment) & Subject to Final Inspection
_____ Rejected _____ Without Prejudice for Resubmission (See Attached Letter)

APPROVAL IS AUTOMATICALLY REVOKED IF WORK IS NOT COMPLETED BY: ____/____/____.

Signed: _____ Date: ____/____/____

FINAL INSPECTION BY ASSOCIATION - Date: ____/____/____ APPROVED _____ REJECTED _____ By: _____