CHURCHVILLE GREENE HOMEOWNERS ASSOCIATION, INC.

GENERAL VARIANCE REQUEST

Date Received:_____

PLEASE RETURN COMPLETED FORM TO:
Churchville Greene Homeowners Association
C/o Churchville Greene HOA Architectural Committee
Please **Deposit Variance into Locked Box at Barn**
(Do not Mail)
Churchville, NY 14428

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 Manufacturer/Suppliers must provide the HOMEOWNER a certificate of insurance evidencing appropriate liability and workers compensation insurance). These certificates must be supplied with the Variance to the Architectural Committee. _____

_____

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:_____

_____

_____

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

(Check all that apply)

WINDOWS/PATIO DOORS:

- ☐ Slider type (crank or sash windows **NOT** permitted)
- ☐ Must be exact dimensions
- ☐ Installer specifications and copy of proposal must be included
- ☐ Windows (will) or (will not) have grids (circle one)
- ☐ Grids (if applicable) must be white, horizontal and vertical in design
- ☐ Patio door windows will have integral blinds (blinds between the glass)

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, a variance still needed
- ☐ Glass (not to exceed 50% of door) or no glass **(circle one)**

FRONT STORM DOORS:

- ☐ Must be exact dimensions
- ☐ Installer specifications and copy of proposal must be included
- ☐ **Include a picture of door**
- ☐ Full view design, Mid view design, or High view design are acceptable
- ☐ Must be white in color

AIR CONDITIONERS & HEAT PUMPS:

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

TV DISHES/TV ANTENNAS:

- ☐ 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

FENCE STAIN:

- ☐ Stain preservative ONLY
- ☐ Approved color as per displayed colors at the barn

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 colors 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 & HEAT PUMPS: If possible, air-conditioning or heat pump 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.

TV DISHES/TV ANTENNAS: 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 as per the Churchville Greene Homeowners Manual Appendix.** Mounting of "super dish" sized satellite dishes will not be permitted. Location will be noted on variance request.

INSURANCE REQUIREMENT:

All Contractors performing work on Churchville Greene premises must be covered by Worker's Compensation Insurance that must be provided to the Homeowner prior to beginning any work on-site. The Homeowner must be named as the holder of policy along with the Homeowner's address.

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

Rev. 11/16/2026