Farmington Ponds Homeowners Association

**REQUEST FOR VARIANCE**

 *APPLICATIONS SHOULD BE RECEIVED AT LEAST TWO WEEKS BEFOREHAND IN ORDER FOR THE*

 *BOARD OF DIRECTORS TO REVIEW THE REQUEST*.

No alterations, additions, building, rebuilding or any exterior modification of any kind or re-painting of the exterior of any building shall be made unless it shall conform in architecture, material and similar color to the building as originally constructed. No building, fence, wall, patio decks or other structure or change in landscaping shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration thereto, be made, unless and until the plans and specifications showing the nature, kind, shape, height, materials, color and locations of the same shall have been submitted first and be approved, in writing, by the Board of Directors.

 Homeowner Name:

 Address:

 Phone:

 E-Mail:

I request approval from the Board of Directors to make the following changes to the exterior of my townhome. 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 the proposed changes including dimensions, shapes, color, specific location and materials.

Reason for Request:

Who will complete the work? (*All contractors must provide the board a certificate of insurance evidencing appropriate liability and workers compensation insurance.)*

Expected Completion Date:

 DATE: HOMEOWNER SIGNATURE:

BOARD OF DIRECTORS ACTION: \_\_\_\_\_\_Approved \_\_\_\_\_\_Denied \_\_\_\_\_\_More Information Required

COMMENTS:

Responsibility for maintenance of the above variance: \_\_\_\_\_Homeowner \_\_\_\_\_\_Association

DATE: AUTHORIZED SIGNATURE:

Please return completed form to: EMAIL TO:

 Farmington Ponds Association, Inc.

 P.O. Box 310 **OR farmingtonpondshoa@gmail.com**

 Victor, New York 14564

Note: Final approval is contingent upon review of the completed work. IT IS THE HOMEOWNER'S RESPONSIBILITY TO PROVIDE NOTIFICATION OF COMPLETION OF THE PROJECT. Approved variance is valid for six months.