

**Alexander Court HOA, Inc. HOA  
Variance Request Form**

Homeowner Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone(s) H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Email address \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Received by AGC/BOM \_\_\_\_\_

In accordance with the Alexander Court HOA, Inc. HOA covenants, easements, charges, and liens ("declaration & by-laws") and the rules and regulations, I request your permission to make the following changes, alterations, renovations, additions and/or removals to my unit:

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Is this an amendment to a previous request? \_\_\_\_\_ If yes, approximate date of previous request: \_\_\_\_\_.

I understand that under the declaration, by-laws, rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Alexander Court HOA, Inc. HOA, its Board of Managers, its agent and the committee have no responsibility with respect to such compliance and that the Board of Managers or its designated committee approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

- 8. I understand that a decision by the committee is not final and that the Board of Managers may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Managers within thirty (30) days after the committee makes its decision.
- 9. The contractor is: \_\_\_\_\_  
Contractor must carry General Liability & Workers' Compensation Insurance to work on the Alexander Court HOA, Inc. property.
- 10. I have attached: (all could be selected)
  - \_\_\_ A). A labeled, detailed drawing (to scale) or blueprint of plans
  - \_\_\_ B). A copy of the proposal from the contractor with a detailed description of the work to be performed with product information (i.e: proposal, brochures, pamphlet, tear sheets)
  - \_\_\_ C). A copy of insurance certificate from contractor showing **General Liability & Workers' Compensation Insurance** coverage in effect at the time the work will be performed.

**Homeowner Signature:** \_\_\_\_\_

**Action Taken by Board of Managers**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Approved as Requested

\_\_\_\_\_ Approved with the Following Exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Disapproved Based on The Following

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work to be completed within 30 days of variance approval. Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the Board.**

\_\_\_\_\_  
Alexander Court HOA, Inc. HOA, Board of Managers