

**HIGHLAND MEADOWS HOMEOWNERS ASSOCIATION, INC.**  
**VARIANCE REQUEST**

**(Please Use Pen ONLY)**

**RETURN FORM/TO:**  
Highland Meadows Homeowners Association  
c/o Kenrick Corporation  
3495 Winton Place, D-4  
Rochester, NY 14623

HOMEOWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**TO: THE BOARD OF DIRECTORS**

I request permission to make the following changes to the exterior of my home or to the common area of the community. 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: \_\_\_\_\_

\_\_\_\_\_

Length of guarantee (if applicable): \_\_\_\_\_

Indicate future maintenance required by the Association: \_\_\_\_\_

\_\_\_\_\_  
Date Homeowner Signature



BOARD OF DIRECTORS:     Approved     Denied     More Information Required

\_\_\_\_\_  
Date                      Signature                      Signature

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Latest completion date after which any approval is automatically revoked and new variance request is necessary: \_\_\_\_\_

Date acted-on variance request mailed to homeowner: \_\_\_\_\_