The Villas at Monarch Manor Homeowners Association

Variance Request Form

Please give 30 days for review and decision by Sponsor/Board

Submission of Plans to the Sponsor/Board of Directors.

Homeowner:

Mailing Address:

City, State, Zip:

Property Address
(if different than mailing address):

Phone(s): H W C

Email address:

Date Submitted: Date Received by Sponsor/BOD:

In accordance with The Villas at Monarch Manor HOA covenants, easements, charges, and liens ("declaration") and the association rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request? _____. If yes, the approximate date of previous request: _____. I understand that under the declaration and the rules and regulations, the Sponsor/Board of Directors 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

The Villas at Monarch Manor Homeowners Association

Variance Request Form

Please give 30 days for review and decision by Sponsor/Board

agree that The Villas at Fieldstone HOA, its Sponsor/Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the Sponsor/Board of Directors or its designated committee's 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 Sponsor/Board of Directors is final.
9. The contractor is:_____
10. If approved within thirty (30) days, the work would start on or about _____ and would be completed by _____.
11. I have attached - Place a Check Mark Indicating Which Items are Included (all could be included):

___A). A detailed drawing (to scale) or blueprint of plans
___B). A copy of survey map. (Needed for fences and decks)
___C). A copy of the proposal from the contractor with a detailed description of the work to be performed with product information. i.e. brochures, cut sheets.
___D). A copy of an insurance certificate from the contractor listing Liability and Workers Compensation Insurance coverage in effect at this time.

Homeowner Signature: _____

Return completed Variance Form to Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623, fax to Kenrick Corporation at 585-424-1553 or email variances@kenrickfirst.com.

Date of Action:_____

_____Approved as Requested

_____Approved with the Following Exceptions:

_____

_____

_____

_____Disapproved Based on The Following:

_____

_____

_____ _____

Signature of Sponsor/Board President Date

Any work not started on or before _____ is not approved and later construction must be subject to re-submittal to the committee.