

# VICTORIA WOODS PHASE IV HOMEOWNERS ASSOCIATION

c/o Kenrick Corporation ♦ 3495 Winton Place Suite D-4 ♦ Rochester, NY 14623 ♦ 585-424-1540

## VARIANCE REQUEST

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**Mail Form To:**

Victoria Woods Phase IV HOA  
c/o Kenrick Corporation  
3495 Winton Rd. Suite D-4,  
Rochester, NY 14623  
or **Email to:**  
**variance@kenrickfirst.com**

**Requested By:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

**To: The Board of Directors:**

I request permission to make the following changes to the exterior of my Townhome, the common area, or exclusive use areas of the community. I have attached a sketch of proposed changes, listed materials to be used, etc. (Please be specific. Extra sheets may be attached.)

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Reason for request: \_\_\_\_\_

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

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

Name of contractor (company) who will do the work: \_\_\_\_\_

**Contractor's certificate of insurance is attached:** \_\_\_\_ Yes \_\_\_\_ No

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**For Board of Directors Use**

\_\_\_\_ Approved \_\_\_\_ \*Approved With Conditions, (see attached) \_\_\_\_ Disapproved

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

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

Comments on final inspection by Board of Directors, and/or Property Manager, or Others:

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**This architectural change will \_\_\_\_ will not \_\_\_\_ become the responsibility of the unit owner as it concerns future costs, maintenance, and/or replacement.**

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