

Variance Procedures for Owner
Erie Station

1. Owner obtains a variance form from Crofton Perdue website: www.Croftoninc.com, click Our Communities, then click Erie Station or Pages 2 and 3 of this document.
2. Owner obtains a proposal/estimate/quote from fully insured contractor
3. Owner completes the variance form including:
 - a. Full description of modification including style, color, materials
 - b. Contractor's name & contact information
 - c. On 2nd page of variance, check boxes for all that apply regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
 - d. Include general liability and workers' compensation insurance certificates for contractor. Both certificates are required for every contractor.
When the contractor is requesting the insurance certificates, please let them know that the certificate holder should be listed as Erie Station HOA and the mailing address should be c/o Crofton Perdue, 111 Marsh Rd-Suite 1, Pittsford NY 14534.
4. Owner signs the variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to the Crofton Perdue office, 111 Marsh Rd-Suite 1, Pittsford NY 14534.
6. Once the variance & all required documents are received, Crofton Perdue will submit variance to Board of Directors for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & the variance is signed by the Board of Directors the owner will be notified of the Board's decision.
8. Work is to be completed within 30 days of the approved variance. If this is not possible, due to ordering product or weather, the owner must note this in the variance or to Crofton Perdue with an explanation (i.e. product must be ordered, weather, etc....)

Property Management office:
Crofton Perdue Associates, Inc.
111 Marsh Road - Suite 1
Pittsford, NY 14534
Phone 585-248-3840 * fax 585-248-3666
www.croftoninc.com

Erie Station Homeowners Association Inc.

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):

C

Email address:

Date Submitted:

Date Received byBOD:

In accordance with Erie Station HOA covenants, easements, charges, and liens ("declaration & by-laws") 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/condominium.
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 workmanlike 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 Erie Station 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 Items that 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, tear sheets, proposal, etc)
- D). A copy of an insurance certificate from the contractor listing General Liability and Workers Compensation Insurance coverage in effect at this time.

Homeowner Signature:

Return completed Variance Form to Crofton Perdue c/o Erie Station, 111 Marsh Road-Suite 1, Pittsford NY 14534 or email to: info@croftoninc.com

Date of Action:_____

Approved as Requested_____

Approved with the Following Exceptions:

Disapproved Based on The Following:

Signature of 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.