

# Variance Procedures for Owner

## Villas at Fieldstone HOA

1. Owner obtain a variance form from Crofton Perdue Website [www.Croftoninc.com](http://www.Croftoninc.com)
2. Owner obtain proposal/estimate/quote from fully insured contractor
3. Owner complete variance form including:
  - a. Full description of modification including style, color, materials
    - i. *Note for storm doors: The only approved styles for storm doors are full or ¾ view glass doors. Doors may be self-storing as long as they do not differ radically in appearance from the approved full or ¾ view door.*
    - ii. *Note for Home Generator Systems: Please contact Crofton Perdue for an additional form that is needed if you want to install a generator system.*
  - b. Contractor's name & contact information
  - c. On 2<sup>nd</sup> page of variance, check boxes 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.** *Villas at Fieldstone HOA and Crofton Perdue must be indicated as additionally insured and this can be written in the description of operations box on the certificate of liability insurance and indicated in the additionally insured column next to general liability, and the certificate holder on the insurance certificates should be listed as the homeowner.*
4. Owner sign variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to Crofton Perdue, 111 Marsh Road-Suite 1, Pittsford NY 14534 or via email to [keith@croftoninc.com](mailto:keith@croftoninc.com)
6. Once 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 & variance is signed by the Board of Directors the owner will be notified of the Board's decision within 5 working/business days.
8. Work is to be completed within 30 days of 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....)