

SPENCER VILLAGE COURT HOA - VARIANCE REQUEST FORM

An owner who wishes to make any changes to the EXTERIOR OF THEIR CONDO or to the BACK PATIO AREA must submit a Variance Request Form prior to starting the project.

NAME: _____

ADDRESS: _____ PHONE: _____

DATE SUBMITTED: _____

CHANGES TO THE EXTERIOR OF CONDO:

I/We request the consent of the Board of Directors to make the following changes, alterations, renovations, additions and / or removals to the exterior of my unit. This includes satellite dishes, skylights, patios, fences and awnings. The Variance Request is also required for window, patio door, and front door replacements, even if they will be the same dimensions as those being replaced. **Construction must be performed by a licensed contractor and all necessary permits completed prior to onset of the project. A diagram of proposed work must accompany this request.**

Company Name/Licensed Contractor: _____

MODIFICATIONS TO THE BACK PATIO AREA:

I/We request the consent of the Board of Directors to make the following changes to the back patio area, part of the "Limited Common Elements", described as the area bounded by the back wall of the condo unit on one side and the sides between immediate neighboring condos which includes a fence or arborvitae and then a line connecting the outside edge of the fence/and/or arborvitae. **Construction must be performed by a licensed contractor and all necessary permits completed prior to onset of the project. A diagram of proposed work must accompany this request.**

Company Name/Licensed Contractor: _____

I/We understand the Board of Directors will act on this request and provide a written response as to their decision. I/We further agree to the following provisions:

1. No work will be started until I/We have received written permission from the Board.
2. All work will be done at my/our expense and all future upkeep and maintenance will solely be at my/our expense or the expense of future owners of said unit.
3. Construction must be completed by a licensed contractor
4. I/We assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

Owner/Owners Signature: _____

Board Approval Signatures: _____

Date: _____

This document must be filed with your condominium documents and passed on to the new owner when you sell your condo.