

Holiday Harbour Condominium Variance Request Form

Submission of Plans to Board of Managers (BOM) or Variance Committee (VC)

Review and decision by VC &/or BOM may take up to 30 days from date of receipt

Homeowner: _____	Holiday Harbour Unit # _____
Mailing Address: _____	
City/State/Zip _____	
Phone(s) Cell: _____	Home/Other:: _____
Email address: _____	
Date submitted: _____	HHbr Maintenance Preview: _____ Date received by VC/ BOM: _____

My Check List. *Please ck each item below to indicate items are included:*

- ____ A) A labeled drawing (to scale) or blueprint of my plans, or photos
- ____ B) The contractor is: _____
- ____ C) Copy of the proposal from the contractor with a detailed description of the work to be performed product information. i.e. brochures, cut sheets, specs. on product.
- ____ D) Copy of an insurance from my contractor listing General Liability Insurance coverage in the amount of \$1,000,000.00 & Worker's Compensation Insurance in effect currently and at the time the work is to done.
Must Submit with each application
- ____ E) Ck If Permit is needed (City of Canandaigua): (90% efficient furnaces and On-demand hot water tanks)

My Proposal: In accordance with the Holiday Harbour Condominium covenants, easements, charges, and liens ("declaration & by-laws") and the condominium rules and regulations, I request approval to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request? _____ If yes, approximate date of previous request: _____

I understand that under the declaration and rules and regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- I will submit the variance and supporting documents to the Holiday Harbour site office at least one week prior to the Holiday Harbour Board of Managers meeting. The meetings are usually held on the fourth Monday of each month. If the variance is not received prior to the meeting, it will not be reviewed until the next month's meeting.
- No work or commitment of work will be made by me until I have received written approval from the Variance Committee and Board of Managers.
- All work will be done at my expense and all future upkeep will remain at my expense or future homeowner's expense. All work will be done expeditiously once commenced and will be done in a good workman-like manner by contractor.
- All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.

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- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work and be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work
- 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 Holiday Harbour Condominium, its Board of Managers, its agent and the Variance Committee have no responsibility with respect to such compliance and that the Board of Managers 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.
- I understand that a decision by the Variance Committee is not final and that the Board of Managers may reverse or modify a decision by the Variance Committee upon the written application of any owner made to the Board within thirty (30) days after the committee makes its decision.
- If approved within thirty (30) days of application, the work would start on or about _____ and would be completed on or about _____.
- Homeowner agrees to notify on-site HHbr. Superintendent when work is completed so it can be reviewed. This is required for all variances **Homeowner's initials:** _____

Homeowner's Signature: _____ **Date** ____ - ____

Action taken by Board of Managers or Variance Committee

Date of Action: _____

_____ Approved as Requested _____

_____ Approved with the Following Exceptions _____

_____ Permit needed _____

_____ Disapproved Based on the Following: _____

Any work not started, on or before 60 days from approval, is not approved and later construction must be subject to re-submittal to the committee.

Signature: _____ **Date:** _____

Holiday Harbour Condominium Board of Managers / Variance Committee

HHbr Superintendent Final Inspection approval of work: _____ **DDate:** _____