

How to Properly Complete the Stonewood Manor Variance Request Form

The intent of this document is to show you how to properly complete the Stonewood Manor Variance Request Form. As clearly stated in our Homeowners Rules & Regulations dated September 2026; (see Pages 4, & 5, Sections 1 thru 4) "Exterior & Interior Modifications", No modifications or alterations can be made without the written approval of the Board following review by the Architectural Committee. Therefore, if you are planning to make changes to the outside of your property, it is imperative that you properly know how to complete the Variance Request Form.

1. **Name:** Print your First & Last Name
2. **Address:** Print your full Aviamore Drive address
3. **Phone:** Enter your telephone number where you want us to call you
4. **Date:** Enter the date of your Variance Request submission
5. **E-Mail:** Enter your e-mail from the Aviamore Resident list (ie: *name@gmail.com*)
6. **{To: The Board of Directors:}** Print a detailed explanation of the changes and/or additions you are seeking permission to make. Make sure you attach a sketch, drawing, photograph, or an artist rendition of all proposed changes. Include a list of materials, brochures, etc. Please be as specific as possible. Extra sheets may be attached if needed.
7. **Reason for request:** Print a brief reason for your request (ie: improved drainage, general beautification of your backyard or common area, etc.)
8. **Length of Guarantee (if applicable):** state any Guarantee's or implied warranties.
9. **Will any equipment capable of causing landscaping or property damage be used:** for this variance request work?" If yes, please complete Attachment "A" of the Variance Request Form, and submit with this completed request.
10. **Indicate future maintenance required by the HOA:** ie: None/Homeowner Responsibility or will require the landscaper to weed whack or maintain any additional area(s).
11. **Name of contractor (company) who will do the work:** ie: Self, Van Putte Gardens, etc.
12. **Contractor's certificate of insurance is attached or on file with HOA:** Please state Yes or No. If not currently on file with our HOA, please request the contractor to provide you with an "Accord" Certificate of Liability Insurance listing your first & Last name as additional insured along with the Stonewood Manor Homeowners Association.

The completed Variance Request along with all pertinent information must be submitted to our HOA Property Management Company - The Woodbridge Group to the Service Coordinator at service@woodbridgegrouppro.com or to Theresa Peck at theresa@woodbridgegrouppro.com for review and immediate submission to your Stonewood Manor Architectural Committee to preform it's required due diligence & ultimately your Board of Director's seeking approval or rejection.

Richard J. Vincelli
Architectural Committee Chair

Stonewood Manor Homeowners Association, Inc.
Variance Request

Return or Fax to:

Woodbridge Group
P.O. Box 237
Pittsford, N.Y. 14534
Fax: (585) 385-4693
E-Mail: service@woodbridgegrouppro.com

Requested By:

Name: _____
Address: _____
Phone: _____
E-Mail: _____
Date of Request: _____

To: The Board of Directors:

I request permission to make the following changes to the exterior of my townhome or to the common area of the community. I have attached a sketch or artist rendition of the proposed changes, listed materials, brochures, etc. (Please be specific. Extra sheets may be attached, if needed.)

Reason For Request: _____

Length of Guarantee (if applicable): _____

"Will any equipment capable of causing landscaping or property damage be used for this variance request work?" Yes: _____ No: _____

If Yes, please complete Attachment "A" of the Variance Request Form, and submit with this completed request.

Indicate if future maintenance would be required by the Association: _____

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

Contractor's Certificate of Insurance is attached or on file with HOA ☐ **Yes** ☐ **No**
Building Permit needed: ☐ **Yes** ☐ **No**

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: _____

This architectural change will _____ or will not _____ become the responsibility of the unit owner as it concerns maintenance and/or replacement.

Variance Request – Attachment "A"

General: Whenever, equipment is used for variance request related work, the HOA (Architectural Committee and Board of Directors) must evaluate the potential for damage to HOA-owned or homeowner-owned property. Applicants must disclose any equipment that will be used that may negatively impact our landscaping, turf, irrigation, drainage, or any other common-area features.

Variance Request Form Question:

"Will any equipment capable of causing landscaping or property damage be used for this variance request work? Examples include, but, are not limited to: Bobcats, Backhoes, Mini-excavators, Trenchers, Bulldozers, Post Hole Diggers, Tractors, Skid Steers, Material Handling Forklifts, or similar machinery.

_____ Yes _____ No

If yes, please list all equipment and provide details on the following:

1. The specific equipment to be used: _____

2. The potential types of damage that may occur (soil disturbance, turf damage, irrigation line risk, drainage impact, etc. _____

3. The exact path the equipment will take to reach the work area: _____

Contractor Acceptance: _____ (Contractor Signature)

I accept the terms & conditions of this document and take full responsibility for any & all damage that my Company has caused to the subject Stonewood Manor properties and I agree to repair all damages. solely at my expense.

Priorities for Committee and BOD's when reviewing the Variance Request & Attachment "A"

When evaluating a variance request that utilizes equipment, the HOA (Architectural Committee & BOD) should apply the following priorities in order:

1. If alternatives to using heavy or ground-disturbing equipment exist, the alternate methods must be used.
2. If equipment use is unavoidable, the applicant must use lawn-protection materials (mats, boards, temporary pathways, etc.) and identify & use an access path that minimizes potential damage, or both.
3. If any damage occurs, the contractor is fully responsible for restoring all affected areas. This requirement must be explicitly included in the contractor's agreement.