

**Homeowner's Association, Inc. – Oak Grove
Architectural and Landscaping Variance Request**

I _____, of Lot # _____ do hereby request that the Board of Director's to consider my proposed changes to my lot and/or my mobile home as described on the back of this form. My Phone Number: _____

Procedures for Variance Requests:

- A. All Variance Requests must be submitted to the Park Office. The Manager will give Variance Requests to the Building & Grounds Committee for review and processing.
- B. The Variance Request may need to be forwarded to the Board of Director for review and decision at their upcoming Board of Directors meeting.
- C. If there are any addition(s) or revision(s) to this request, a new Variance Request must be completed and submitted for approval.
- D. Refrain from doing work or commitment of work until the variance is approved and signed.
- E. Once request is approved by the Building & Grounds Committee or approved by the Board of Directors, you have six (6) months in which to complete the project, or another Variance is required.
- F. A copy of this Variance Request will be kept in the Unit's folder and will stay with the property throughout transfer to future occupants.
- G. Failure to submit a Variance Request for changes/alterations may result in the necessity to remove plantings or changes to unit/property. Failure to comply may result in disciplinary action or fines.

Provide A Description of Your Variance Request: Please include detailed plans of proposed changes on the backside of this Variance Request. (**see back of page**)

I understand that under this Declaration and the Rules and Regulations, the Building & Grounds committee and/or Board of Directors will act on this request. I further understand and agree to the following provisions:

- 1. All work will be done at my expense, and all future upkeep will remain at my expense.
- 2. All work will be done expeditiously once commences and will be done in wood workman-like manner by the contractor or myself.
- 3. All work will be performed at a time and in a manner to minimize interference and inconvenience to other residents.
- 4. I will assume all liability and will be responsible for all damage and/or injury, which may result from performance of this work. If a contractor is hired, proof of Workman's Compensation and General Liability Insurance will be submitted to park office prior to commencement of the project.
- 5. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- 6. 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 work. I will obtain my necessary governmental county permits and approvals for the work.
- 7. I understand and agree that the Home Owners' Association, Inc. – Oak Grove, it's Board of Directors, it's agents and the Building & Grounds Committee have no responsibility with respect to such compliance; and that the Board of Director's 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.

If approved, the work should start on or about _____ and to be completed on or about _____.

Submitted by: _____ Date: _____

Building & Grounds Committee: _____ Date: _____

Board of Director: _____ Approved _____ Not Approved _____ Date: _____

Description of Project (Include specific details of proposed change(s), layout of plan, etc.)

The work will be performed by: _____

PLEASE NOTE: Use the space below for detailed plans of your Variance Request. If more space is needed in order to provide additional information, include an 8 ½ x 11 page attached to the Variance Request, with your name and Lot # at the top of attached page(s).