

Variance Request Form as of October 14, 2024
Pine Ridge Condominium Unit Owners Association

Please use a pen to fill in the form - Leave all pages of the form attached.
The completed form should be put in the Lock Box on the Community Center porch.
REVIEW IMPORTANT NOTICES ON PAGE 2 & 3 PRIOR TO SUBMITTING FORM.

Date: _____

Name of Owner: _____

Owner Address: _____

Detailed Description of Project: _____

Contractor's Name & Contact Information _____

REQUIRED TO BE ATTACHED: Proof of Insurance and/or Bond Provided Certificate:

Project Estimated beginning date: _____

Project Estimated ending date: _____

Architectural Committee members are listed below:

- | | | |
|--------------------|------------------------|--------------|
| 1. Todd Civiello | COMMITTEE CHAIR | 330-265-6692 |
| 2. Jerry Plate | 1010 Evergreen Dr | 330-807-7645 |
| 3. Gary Pohovey | 610 Spruce Lane | 330-878-5008 |
| 4. Karen Oswald | 1004 PR Parkway | 330-806-8825 |
| 5. Chris Rabes | 1102 Cypress Lane | 330-260-2519 |
| 6. Colleen Crowley | 1018 Sequoia Drive | 703-969-0383 |

By submitting this form, I understand and agree I am installing the improvement at my sole risk and expense; I am solely and fully responsible for the design, installation, construction, maintenance, use, repair, and replacement of the improvement, regardless of PRCUOA's approval of my plans and any requirements or recommendations given or made by the Association. I will also obtain and maintain property insurance and liability insurance on and for the improvement.

I also agree to pay for, as well as indemnify, hold harmless, and defend PRCUOA, its Board members and officers, managing agent (if any), and unit owners, against all liabilities, claims, losses, and damages for property damage and personal or bodily injury that may arise out of or relate to the installation, use, existence, maintenance, repair, or replacement of the improvement to any part of the Condominium Property, including the common elements and any other unit.

If the improvement needs, in whole or in part, to be removed or modified to enable the Association to complete maintenance, repair, or replacement of the Condominium Property for which it is responsible, I will remove or modify the improvement as the Association requires, at my sole expense, within 30 days of the receipt of a written notice from the Association, except in the case of an emergency when either the Association or I will immediately remove the improvement, at my sole expense, as circumstances dictate. The removal or modification will continue until the Association notifies me that the maintenance, repair, or replacement work is complete. Upon the receipt of the notice of completion of work, I understand I may reinstall or restore the improvement to its original location and condition except as necessary to comply with all terms and conditions of any warranty or guaranty held by the Association on or concerning the common elements or for the Association to maintain the common elements in the future.

In the event of a change in home ownership, I agree to restore my property to its original condition or receive a signed Variance Addendum from the new owners stating they will assume responsibility of maintaining the additions, and to pass this responsibility on to any owners thereafter. A copy of all written agreements with new owners must be submitted to the PRCUOA Office.

Variance will be valid for six months and must be resubmitted after a six-month period, if work has not been started. Please do not start work until **after** receiving Board approval.

Signature of Homeowner: _____

Date: _____ **Phone:** _____

Homeowner or Contractor--- Always Call before you Dig 1-800-362-2764

IMPORTANT

There are electric lines that are between your unit and the meter. They may NOT be marked by the locating service, ask for them to mark ALL service lines. Make your contractor aware that there is an ELECTRIC line between the meter & the Unit.

The Variance Committee will meet on the 1st Saturday of each month at 9:00 AM in the Community Center, if there are Variances to be reviewed.

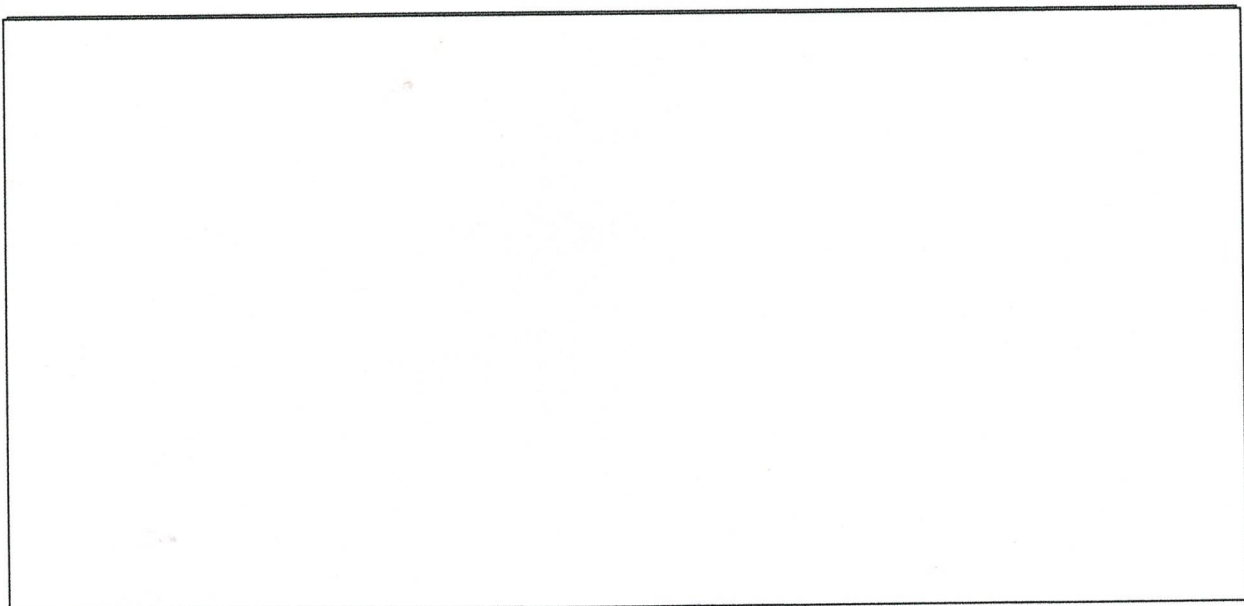
Please place your completed Variance Form in the Community Center Lockbox once project is approved you will be notified. Upon completion, you must notify the committee for a final inspection to be completed.

For installation of DIRECT TV, CABLE OR OTHER COMMUNICATION DEVICES, a Variance request must be submitted at least one (1) month prior to adding communication devices to your unit/area to review appropriate placement location. Unit owner is responsible for maintenance and/or removal of hardware and complete restoration of the exterior surfaces.

REMEMBER THAT YOU ARE RESPONSIBLE FOR THE WORK THAT YOU WANT DONE. YOU MAY WANT TO BE PRESENT TO ENSURE THE WORK IS DONE CORRECTLY.

Detailed description and drawing of project on back page will assist the committee in guiding the project. You may use the attached drawings, if needed, to illustrate your project.

Variance request forms will not be accepted unless all appropriate dimensions and/or color choices are stated or shown.



For Architectural Committee and Board use only:

Application Received by: _____

Date: _____

Number of pages: _____

Architectural Review:

- 1. _____ YES NO
- 2. _____ YES NO
- 3. _____ YES NO
- 4. _____ YES NO
- 5. _____ YES NO
- 6. _____ YES NO
- 7. _____ YES NO

Stipulations:

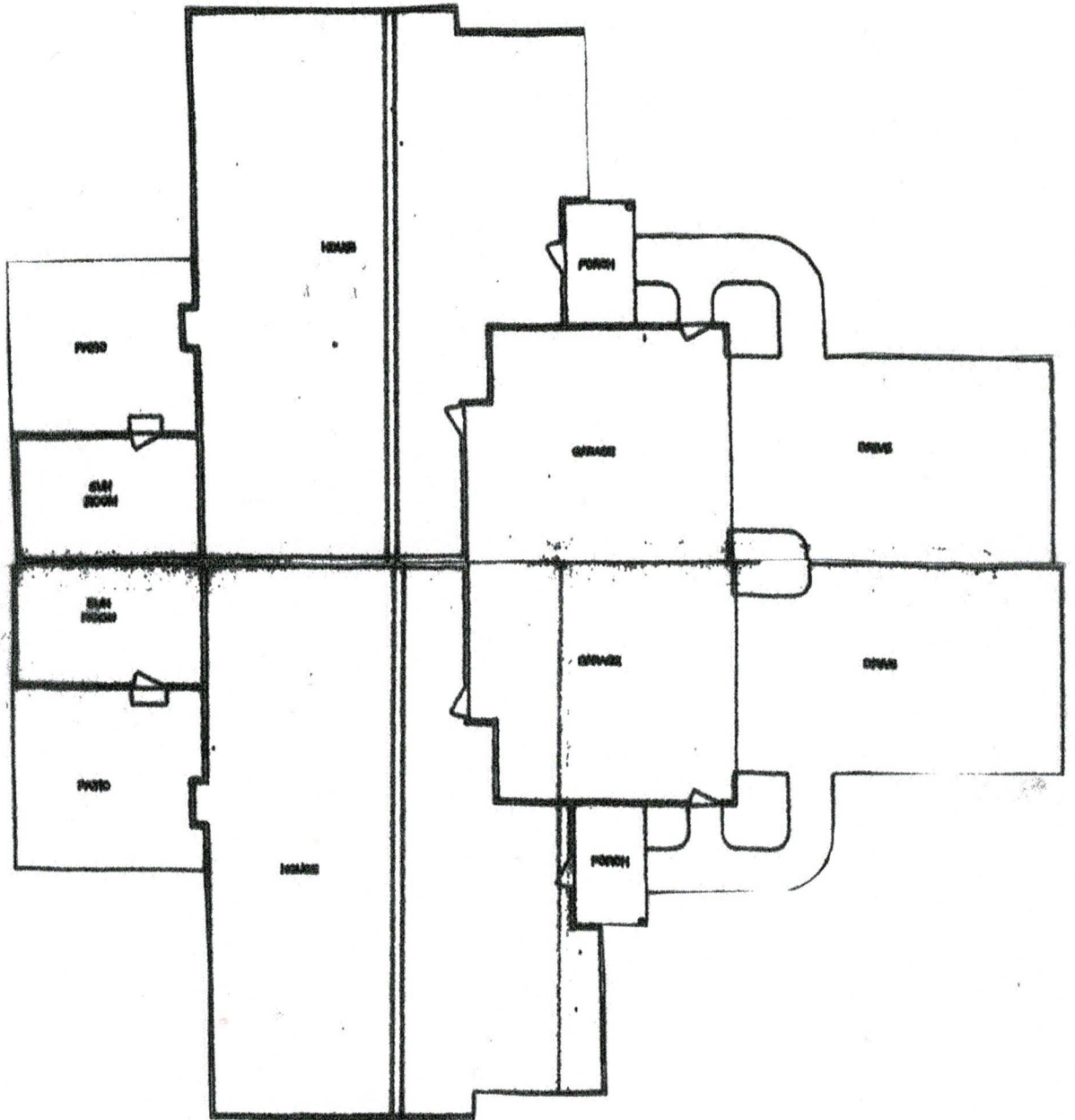
Board Member Approval Signature _____

Date _____

***Approved variances will be available for pick up immediately following board meetings. We encourage anyone submitting a variance to attend the respective Board meeting for information pertaining to their variance. It is the Unit Owner's responsibility to notify the Architectural Committee of any completed variances immediately for review.

Final Review Signature _____ **Date** _____

Final Copy to Homeowner: _____ **Date** _____



VARIANCE COVER SHEET CHECKLIST

- 1. Name of Variance Requestor: _____
- 2. Date Received in Office: _____
- 3. Received by: _____
- 4. Architectural Committee Approved: Yes/No
- 5. Board Approval: Yes/No
- 6. Copy of Approved Variance Delivered By: _____
- 7. Date of Delivery: _____
- 8. Method of Delivery: _____
- 9. Name of Person Notified: _____
- 10. Date of Final Inspection: _____
- 11. Inspected by Whom: _____
- 12. Date Filed in Office: _____
- 13. Date Final Copy Delivered: _____
- 14. Name of Person Delivered to: _____
- 15. Delivered by Whom: _____

NOTES: _____

GUIDELINES FOR VARIANCE FORMS

OCTOBER 14, 2024

The Architectural/Variance Committee is providing the following guidelines in order to 1) maintain some order and uniformity within our community; and 2) help maintain the property values within our community.

The following requirements are for some of the more common improvements to units in our community.

GENERAL RULES:

- **Only unit owners are permitted to submit variance requests. If a tenant would like an improvement done, he must submit the variance request form to the owner and both the tenant and the owner must sign the form prior to submission.**
- A picture book is available at the Community Center to provide unit owners with visual samples of acceptable pergolas, fences, doors, etc.
- Replacements of any doors, windows, etc. must be substantially the same as the original structure.
- Variance request forms will not be accepted by the Architectural/Variance Committee unless all appropriate dimensions, specific locations and/or color choices are stated/shown on the form.
- All work must be completed by an insured and bonded contractor. **Proof of insurance and/or Bond Provided Certificate is REQUIRED to be attached to the Variance Request Form.**
- Always apply for and obtain variance approval from the Architectural/Variance Committee and Board **prior** to purchasing any materials or beginning construction.
- The Architectural/Variance Committee meets monthly to review pending variances and the Board also meets monthly to provide final approval/disapproval of pending variance requests. All Variance Request forms must be submitted by the last day of the month in order to be considered for the following month's Architectural Committee meeting.
- Any changes made prior to variance approval will result in the unit owner's need to remove the change and restore it back to its original condition **at the owner's expense.**

DECORATIVE STONE WALLS:

- Color must compliment the unit.
- Must be constructed of decorative landscaping blocks.
- Cannot be taller than 30 inches from the concrete patio.
- Columns cannot be taller than 40 inches from the concrete patio.
- Cannot extend beyond the length and width of the unit.
- Area on the exterior of the wall must have 12 inches of landscaping for ease of mowing.
- Ground maintenance inside the wall is the unit owner's responsibility.

FENCES:

- Must closely match the color of the siding.
- Must be constructed of vinyl.
- Must contain a single layer of vertical slats with spaces in between (no solid fences).
- Cannot be taller than 48 inches from the concrete patio to the highest point of the fence.
- Cannot extend beyond the length and width of the unit.
- Area on the exterior of the fence must have 12 inches of landscaping for ease of mowing.
- Ground maintenance inside of the fenced area is the unit owner's responsibility.

FLAG POLES:

- Flag pole cannot be taller than the height of the peak of the roof.
- All U.S. flags must be in flyable condition and must be lite from dusk to dawn.
- Installation must be in the mulched bed area and not in direct sight of the front door.

GARAGE HEATER:

- Any required exterior ventilation needs to go through the variance request process.

GENERATORS:

- Cannot be legally denied, if medically necessary.
- Generator housing must match the unit's exterior color as much as possible.
- For safety purposes, a clear area (no plants) of a minimum of 18" in all directions must surround all air conditioning and generator units.
- Generator testing must be run during daylight hours.

INSTALLATION/REMOVAL OF DIRECT TV, CABLE OR OTHER COMMUNICATION DEVICES:

- Variance request form must be submitted **at least one (1) month prior** to adding communication device(s) to a unit so the Architectural/Variance Committee can review appropriate placement location of the device(s).
- Maintenance and/or removal of communication device(s) hardware and complete restoration of exterior surfaces is the responsibility of the unit owner.

PATIO EXTENSIONS:

- Cannot extend beyond the length of the unit.
- Cannot extend beyond the sunroom and covered porch.
- Cannot extend beyond the existing concrete slab for units without a sunroom.
- Concrete slabs must all be the same size and color.

PERGOLAS:

- Must closely match the color of the siding.
- Must be constructed of a wooden frame with a vinyl sleeve covering.
- Cannot have a roof over the pergola.
- Must be anchored to the concrete and **not attached** to the unit.
- Height cannot be taller than 12 inches above the top of the spouting.
- Must maintain a minimum distance of 4 inches from the spouting on all sides

RADON MITIGATION (only applicable to units with basements):

- All ventilation piping must be PVC.
- Ventilation piping must be routed through interior spaces and extend through the roof at the back of the unit.
- The piping that extends through the roof must be painted to match the roof.
- The ventilation fan must be located inside the unit.

SOLAR PANELS:

- Can legally be installed, but important to remember that in case of a fire, the fire department will **not** put water on the unit's roof before electricity to the solar panels is shut off.
- A waiver and proof of insurance is required.
- In case of fire, you are responsible for damage to your neighbor's unit.

STONE BEDDING:

- Color must compliment the unit.
- Stone size cannot be any larger than #4 stone.
- Stones cannot be placed beyond the front plane of the unit.