

WINFIELD CONDOMINIUM ASSOCIATION, INC.

VARIANCE REQUEST PROCEDURE

1. Request for approval of all interior structural and exterior changes or modifications to Winfield Condominium Association, Inc. units, common areas, and/or limited common areas shall be made using the Winfield Condominium Association, Inc. "Variance Request" Form.

2. The Unit Owner will complete the top portion of the Variance Request Form providing adequate information for examination of the proposed change. If anything adjacent to or on the condominium will be moved or added, the following information is required:

(a) A detailed sketch showing all appropriate dimensions and distances; and

(b) Other pertinent information such as color, type and grade of material.

The Unit Owner will then forward the request to Winfield Condominium Association, Inc. at least seven (7) days prior to the Executive Board meeting at which the variance is to be considered.

3. The Executive Board will examine the proposal and either approve or disapprove the request. The Unit Owner will receive written notice of the decision no later than sixty (60) days from the receipt of the variance request.

4. Unless otherwise specified in Winfield Condominium Association, Inc. documents, any variance approved will become the responsibility of the Unit Owner to maintain and/or replace.

Approved variances will be listed on any resale certificate transferring to the new Unit Owner.

5. The Request form must be accompanied by a precise description of what the Unit Owner wants to do, plans and specifications, a statement of who is to do the work, and estimate of the time involved in the work. The Board may require plans prepared by a licensed engineer or architect. Town of Plymouth permits must be added to the application after preliminary approval has been indicated by the Board, and must be on file before written approval of the Request is issued by the Board. Plans and/or sketches must give dimensions of existing features as well as those of the proposed alteration/addition. Structural alterations include, but are not limited to, enlargement of deck or patio, placement of decorations or lights in limited common areas, installation of railing, awnings or decks or structural alteration of exterior walls.

THE EXECUTIVE BOARD

WINFIELD CONDOMINIUM ASSOCIATION, INC.

WINFIELD CONDOMINIUM ASSOCIATION, INC.
VARIANCE REQUEST

NAME: _____ UNIT #: _____

ADDRESS: _____

city/state _____

Telephone _____ email _____

Describe in full - attach sketch if necessary: (Include name of contractor, license and insurance certificate, if applicable ~~any~~, and an estimated time of completion).

I understand that Winfield Condominium Association, Inc. will not assume any responsibility for maintenance or replacement of the above item unless otherwise specified in the Winfield Condominium Association, Inc. documents. Should the property granted by this variance become a hazard to common property, it may be removed at the Unit Owner's expense. Approval of this shall not be interpreted as a waiver of any permit or license required by law.

Unit Owner's Signature: _____ Date: _____

The Executive Board **APPROVES** **DISAPPROVES** this variance request.

The following information relative to your variance will be listed on any Resale Certificate issued on your unit and responsibility for maintenance and/or replacement will be passed on to the new Unit Owner. A copy of your permit must be on file with the Management Agent, when received.

SIGNED: _____ Date: _____
Winfield Executive Board