

LAKEMONT FARMS HOMEOWNERS' ASSOCIATION

c/o Community Management Professionals, LLC

200 Commerce Drive, Suite 206

Moon Township, PA 15108

Office: (412) 279-9280 Fax: (412) 269-7780

VARIANCE REQUEST APPLICATION PROCEDURE

(information taken from the Lakemont Farms Homeowners' Association Rules and Regulations)

1. Applications for Variance Approval may be requested from the Community Management Company, or online at www.lakemontfarms.info.
2. **The completed application and all necessary documentation must be forwarded by the Unit Owner to the Management Company in any of the following manners:**
 - U.S. Mail: Lakemont Farms Homeowners' Association
c/o Community Management Professionals, LLC
200 Commerce Drive, Suite 206
Moon Township, PA 15108
 - Email: support@cmpmgt.com
 - Fax: 412-269-7780
3. Necessary Documentation shall consist of the following:
 - Copy of the building permit, if required by South Fayette Township. (If no building permit is required, please include a statement to that fact.)
 - Detailed plans with specifications of the nature, kind, shape, dimensions, materials and location.
 - **Copy of letters sent to immediate neighbors notifying them of the requested Variance and the date it will be presented to the Board of Directors of the Lakemont Farms Homeowners' Association.**
4. The application and supporting documents will be reviewed, and the property may be inspected by a Board Member or a representative of the Management Company.
5. A review will be made by the Lakemont Farms Homeowners' Association Board of Directors in a timely manner
6. The Board of Directors will take a vote on the Variance Approval Request and may approve, approve with contingencies or deny the request. The Board of Directors reserves the right to continue any review until all the facts have been gathered.
7. The Unit Owners will be notified, in writing, by the Association or its Managing Agent of the outcome of this review.
8. The Unit Owners requesting the Variance Approval have the right to request a hearing before the Association Board of Directors during their next regularly scheduled meeting to discuss the decision.
9. **Any Resident/Unit Owner who begins an alteration without first obtaining the needed approval is subject to a \$ 100.00 fine as outlined in Policy Resolution #3 adopted by the Board of Directors on October 19, 1993.**
10. Please review the Lakemont Farms Homeowners' Association Rules and Regulations for additional variance request requirements.
11. All alteration work must begin within ninety (90) days of approval. Failure to begin work within this time period will require the variance request application to be resubmitted to seek new approval.

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VARIANCE REQUEST APPLICATION

1 _____
Name of owner requesting approval Phone Number

2 _____
Address (site of alteration) Email Address

3 _____
Mailing address of homeowner

4 TYPE OF ALTERATION (please check one):
_____ Landscape _____ Building Exterior _____ Other (explain)

5 SCOPE OF ALTERATION:
Please explain in detail what you are requesting permission to do. Include approximate dimensions, and pictures of area if appropriate. If you are requesting a paint color change, please include a sample of the paint color to be used.

6 LOCATION OF ALTERATION AROUND YOUR HOME (please check one):
_____ Front _____ Side _____ Rear _____ Other (explain)

7 MATERIAL TO BE USED:

LAKEMONT FARMS HOMEOWNERS' ASSOCIATION

8 EFFECT ON EXISTING AREA:
Explain if any existing elements will be affected by this alteration, i.e., will existing shrubs be moved, or part of existing porches be dismantled, etc.

9 EXPECTED DATE TO BEGIN ALTERATION:

EXPECTED DATE TO COMPLETE ALTERATION:

10 EFFECT OF ALTERATION ON NEIGHBOR TO EITHER SIDE OF YOUR HOME:

11 YOU MUST ATTACH A DRAWING SHOWING ALL EXISTING ELEMENTS, INCLUDING SHRUBS AND PORCHES IN SOLID LINES AND THE PROPOSED ALTERATIONS IN DOTTED LINES. INCLUDE THE FIRST THREE FEET OF YOUR NEIGHBORS' HOME AND YARD. SHOW DISTANCE FROM NEAREST EXISTING ELEMENTS TO PROPOSED ADDITIONS OR ALTERATIONS.

NO WORK MAY BEGIN UNTIL A LETTER OF APPROVAL HAS BEEN ISSUED BY THE MANAGER.

I/We the undersigned, hereby make this Application to the Lakemont Farms Homeowners' Association Board of Directors for the above stated Alteration Approval. I/We have read the Lakemont Farms Homeowners' Association Declaration of Covenants, Restrictions and Conditions. I/We understand that I/We will be held liable for any deviation from my/our plans as approved by the Lakemont Farms Homeowners' Association Board of Directors.

X _____
SIGNATURE OF APPLICANT

I have reviewed this Alteration Request for the Lakemont Homeowners' Association Board of Directors and do hereby certify that the stated plan does not require a Building Permit(s) of any type, in accordance with Ordinances and Building Codes of South Fayette Township.

Building Inspector Signature: _____

Date: _____

Please include a copy of letters sent to immediate neighbors notifying them of the requested Variance. Requests will be returned if the letters are not included.