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September 26, 2019

Dear Unit Owners:

At this time, we would like to remind all unit owners of the condominium association's variance process which needs to be followed before any work outside the definition of a unit is performed.

Prior to commencement of any work outside of your unit, a variance application (copy attached) needs to be submitted to this office clearly indicating the work you would like to have performed. Along with this application submittal, you will need to include the contractor's Certificate of Insurance and Westchester County License. Once this information is submitted, the Board of Managers will review your request at a regularly scheduled board meeting and let you know if it is okay to proceed with the proposed work.

You may be wondering what type of work requires a variance. Enclosed a copy of a three-dimensional drawing indicating the boundaries of your unit. This drawing clearly indicates what was included when you purchased your "unit". The unit is just that – what we tend to call "from paint to paint". The unit does not include roofs, gutters, siding, walkways, lawn, leaves, shrubs, trees, and any other components within Condo 16. These areas (aka common element/limited common element) are collectively owned by you and 100 additional unit owners and these areas are under the jurisdiction of the Condo 16 Board of Managers. Hence, any work outside of your unit, requires that you submit a variance application and wait for the board's approval.

Failure to follow this procedure could result in the board requiring you to undo work performed and return the area to its original condition.

As always, if you have any questions, please do not hesitate to give this office a call.

Sincerely,

A handwritten signature in cursive script that reads "Karen Jahn". The signature is written in dark ink and is positioned above the printed name.

Karen Jahn, Property Manager

Heritage Management Services, LLC
P. O. Box 265
Somers, NY 10589

HERITAGE HILLS CONDO 16
VARIANCE APPLICATION FORM

Any alteration to common elements, limited common elements, and major interior alterations, requires securing an approved variance before work begins. Requests submitted to the Board of Managers will be answered no later than 60 days from the submission of a completed variance form.

WORK MUST NOT BE STARTED UNTIL THIS VARIANCE IS APPROVED BY THE BOARD OF MANAGERS

If a project is found to extend beyond the limits defined in the Variance Application and as approved by the Board of Managers, the unit owner may be asked to remove the unauthorized section at his/her expense. Failure to comply with this request by the designated date may result in monthly fines.

ALL PROJECTS MAY BE INSPECTED BY BOARD UPON COMPLETION

Owners Name: _____ Date: _____

Unit Number/Model: _____

Telephone #: _____ E Mail: _____

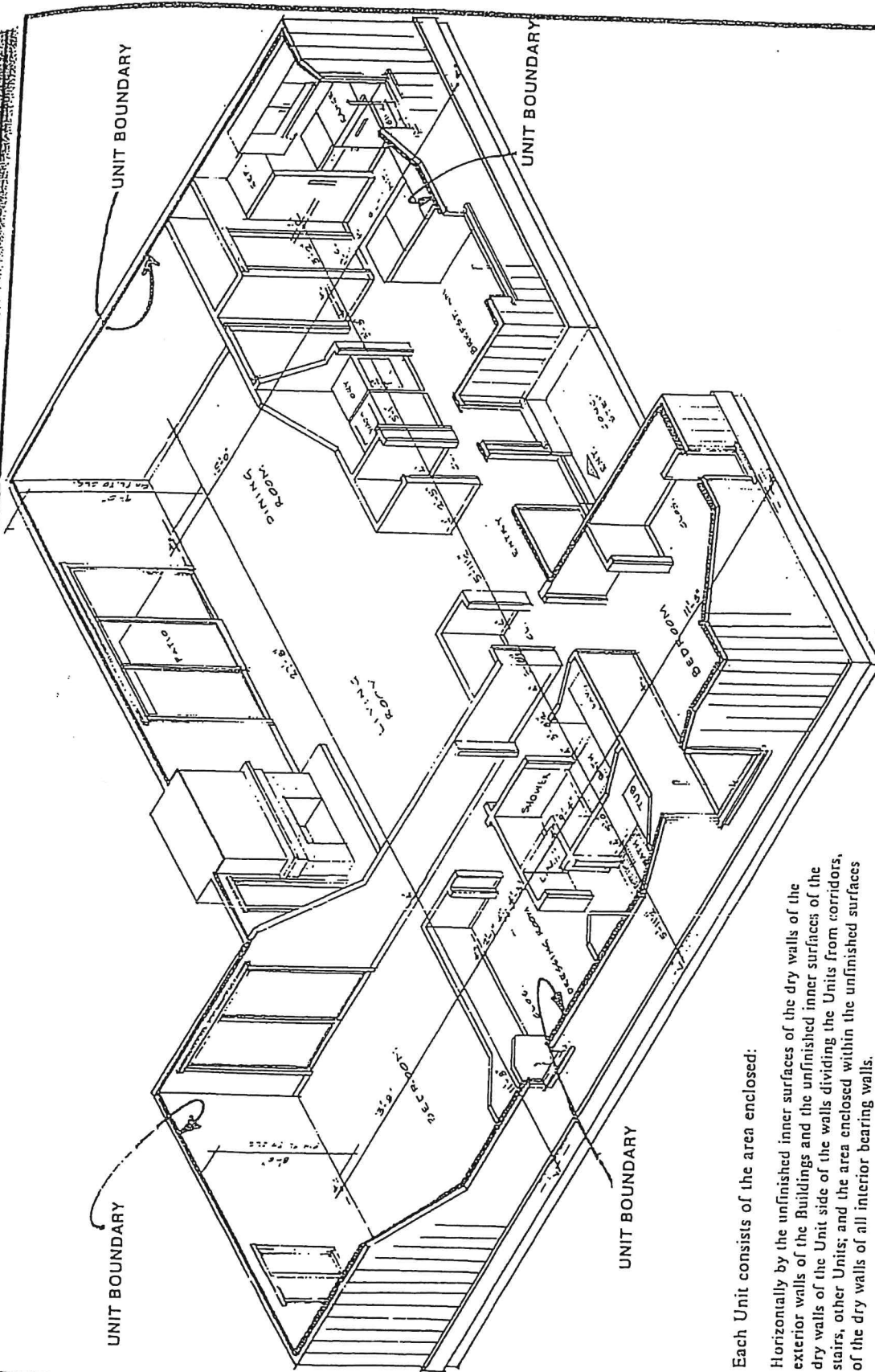
Description of Planned Project _____

Unit Owner's Signature: _____ Date _____

Neighbor's Signature: _____ Unit # _____

Site Visit Signature: _____ Date: _____

Board of Managers: Approve _____ Deny _____ Signature _____ Date: _____



THREE DIMENSIONAL DRAWING

HERITAGE HILLS OF WESTCHESTER

Each Unit consists of the area enclosed:

Horizontally by the unfinished inner surfaces of the dry walls of the exterior walls of the Buildings and the unfinished inner surfaces of the dry walls of the Unit side of the walls dividing the Units from corridors, stairs, other Units; and the area enclosed within the unfinished surfaces of the dry walls of all interior bearing walls.

Vertically each Unit consists of space between the upperface of the sub-floor and the unfinished inner surfaces of the dry wall ceiling. Doors and windows which open from a Unit as well as the air conditioning equipment shall be deemed part of the Unit. 5

Excluded are all pipes, ducts, wires, conduits, and other facilities running through the interior wall or partition for the furnishing of utility services to Units and common elements.