





**Fairway Pines Estates Owners  
Association (FPEOA) NOTES  
FOR REQUESTING A  
VARIANCE**

1. Section 11, "Policy and Procedures Regarding the Granting of Variances" is the principal governing document for a Request for Variance.
2. A Request for Variance shall be submitted to the FPEOA ARC Committee Chair or the FPEOA Board President and the Administrative Assistant for the ARC Committee or the Administrative Assistant for the Board. Submittals may be made via e-mail (preferred), US Postal Service, or hand-delivery. Current addresses and email contacts for respective FPEOA officials may be found on the FPEOA website at [www.fairwaypinespoa.com](http://www.fairwaypinespoa.com). Follow-up phone notifications are encouraged.
3. A Request for Variance shall be submitted in a timely manner to allow the appropriate FPEOA Committee to process it. Normally a Request for Variance shall be submitted a minimum of 15 working days prior to a meeting which may be required to consider the Request for Variance, e.g., scheduled monthly ARC meeting, Board meeting, etc. A different notification and submittal period, other than 15 working days, may be specified by the leader of the appropriate FPEOA committee depending on the complexity of the Request for Variance and if it is assessed as a Major, Minor, or N/A (*N/A*- a change, but very minor in nature or may not be a variance).
4. **1n DESCRIPTION** the Variance shall be completely described including what is being requested, why necessary, how the Variance would be accomplished, any documents to define and support the request, and arguments the Owner/Requestor wishes to be considered by the Association committee. Supporting documents, e.g. drawings, specifications, material samples, color board type information, etc., shall be included with the Variance submittal.
5. The Requestor shall indicate which ARC Standard or Association requirement is applicable to the Variance being requested; the Section, Paragraph, and/or Appendix. Specific text applying to the Variance shall be noted.
6. Request for Variance submittals which are judged to be incomplete, vague, confusing, or poorly prepared and presented may not be considered by the Association and its committees. These may be

rejected without review or returned to the Requestor for rework and resubmittal.

