

Ransom Oaks Community Corp

Instructions for Completion of the Exterior Modification Application (EMA)

Note this EMA is for single family homes only. Unit owners at Charlesgate Village, Forest Edge, Glen Oak, Woodgate, Briarwoods, or Bantry Green II should contact their property manager or association regarding any exterior modifications.

To expedite the processing of your Exterior Modification Application (EMA) please be sure you include all the requested information as follows:

Replacement of roofing, siding, windows, doors and/or painting. EMA is to include a description of the color and type of materials (asphalt, slate, wood, vinyl, aluminum etc.) to be used.

Replacement of sidewalk, patio and/or driveway. EMA is to include a description of the color and type of materials (asphalt, macadam, concrete, stamped concrete, slate etc.) to be used.

Expansion or addition of sidewalk, patio and/or driveway. EMA is to include copy of property survey showing location of sidewalk, patio, and/or driveway expansion or addition in relation to existing building structures, drawn to scale. EMA is to include a description of the color and type of materials (asphalt, macadam, concrete, stamped concrete, slate etc.) to be used. If raised patio, include scaled drawing or sketch of front and sides elevations to show any rails, steps, bottom skirting, canopy and landscaping.

Replacement or expansion of deck. EMA is to include copy of property survey showing location of deck in relation to existing building structures, drawn to scale. Also, include scaled drawing or sketch of front and sides elevations to show any rails, steps, bottom skirting, canopy and landscaping. Also, include detailed description of colors and materials to be used.

Expansion or addition to residence and/or garage. EMA is to include copy of property survey showing location of expansion or addition in relation to existing building structures, drawn to scale. Also, include scaled drawing or sketch of front and sides elevations to show any doors, windows, railings, steps, canopy and landscaping. Also, include detailed description of colors and materials to be used.

Tree removal and/or adding tree(s) landscaping and plantings to your yard. EMA is to include copy of property survey showing location of trees, landscaping or plantings in relation to existing building structures, drawn to scale. Also, include description of plantings and materials to be used.

Adding something other to your property than that described above. EMA is to include a detailed description of planned project to include location, dimensions and materials to be used.

The home owner and his or her contractor are responsible for assuring that any project is in compliance with Town Of Amherst code requirements and the necessary approvals and building permits are obtained. Further information may be obtained from the Town of Amherst Building Department at Tel. #631-7080 and also via the internet under "Town of Amherst NY Building Department". When required, a copy of the building permit(s) issued by the Town of Amherst Building Department is to accompany the Exterior Modification Application (EMA).

Please note: No building Structure, alteration, addition or improvement of any character, other than interior alterations not affecting the external appearance of a building or Structure, shall be constructed upon any portion of the Property unless and until a plan of such construction is approved by the Architectural Committee as to quality of workmanship and materials, harmony of external design with surrounding structures, location with respect to topography and finished grade elevation, the effect of the construction on the view from surrounding property and all other factors which will, in the opinion of the Architectural Committee, affect the desirability or suitability of the construction. No construction shall be commenced and no land shall be graded except in accord with such approved plan or a modification thereof similarly approved. (Per ROCC Declaration of Protective Covenants, Conditions, and Restrictions, Section 9.02)