

Variance Procedures for Owner

Brandon Woods HOA

1. Owner obtains a variance form from Kenrick Corporation or the web page
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner completes variance form including:
 - a. Full description of modification including style, color, materials - please read the variance guidelines information carefully for any specific details required for certain types of variance requests.
 - b. Contractor's name & contact information
 - c. On 2nd page of variance, check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material.
 - d. **Include general liability AND workers' compensation insurance certificates for contractor. Brandon Woods will not allow any contractor to work on the property who does not carry both insurances. This rule also applies for contractors who don't have any employees.**
 - e. **Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require you to be listed as "additionally insured" along with the job description in the Description of Operations.**
4. Owner signs variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to Kenrick Corporation office, 3495 Winton Place D4, Rochester, NY 14623 to the attention of the Variance Team or via email to variances@kenrickfirst.com
6. Once variance & all required documents are received, Kenrick Corporation will submit variance to Board of Directors for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & variance is signed by the Board of Directors the owner will be notified of the Board's decision.
8. Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the owner must note this in the variance or to Kenrick Corporation with an explanation (i.e. product must be ordered, weather, etc....)

Property Management office:

Kenrick Corporation
3495 Winton Place, D-4
Rochester, NY 14623
585-424-1540
www.kenrickfirst.com

Brandon Woods Variance Request

Date received by Kenrick Corp. _____

Requested by (please print):

Name: _____

Address: _____

Phone : _____

E-mail: _____

Date: _____

(In the event of an emergency request, contact the Property Manager at 585-424-1540.)

In accordance with the Brandon Woods Declaration, By Laws, and Policies, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

(Please print & give details as to specific materials & colors to be used, etc.)

(If appropriate, attach a sketch of proposed changes. Use the back of this form for additional space.)

Contractor/company who will perform work: _____

Insurance expiration date _____

Contractor's certificates of general liability and workers' compensation insurance must be attached for approval*

***(The homeowner should be listed as the certificate holder)**

I understand and agree to the following provisions:

- Owner will abide by approval conditions and begin work only after written approval is received from the board of directors. No new changes will made to the owner's request (contractor, materials, etc.) without additional board approval.
- Owner will assume all cost for work unless otherwise agreed upon and in writing from the board. .All future maintenance & expenses relating to work will be paid by the current owner and future owners of the unit. Should an owner be remiss in their obligation, the HOA will perform maintenance/removal responsibilities at the owner's expense.
- Owner will assume liability and be responsible for injury to self or others.
- Owner will comply with local/state/federal government regulations/requirements (permits, approvals, etc.) Brandon Woods, its board of directors, the property manager, and the committee have no responsibility with respect to such compliance.

- Owner will submit a copy of the approved building permit from the appropriate municipality to Kenrick Corporation before the project commences.

Homeowner Signature: _____

Date: _____

(Complete Awareness Form that follows if your variance affects common ground areas or your neighbors. See pg. 3.)

**Submit completed Variance Form to:
Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623
or email variances@kenrickfirst.com**

For Board of Directors' Use

_____ Approved _____ *Approved with Conditions _____ Disapproved

Completion date by _____ (insurance expiration date **or** up to one year...insurance can be resubmitted if it expires within a year.)

*Conditions/responsibilities or reason for disapproval:

This change and maintenance will _____ will not _____ become the financial responsibility of the homeowner. If HOA assumes costs, state amount & explain reason:

Signature of Board member: _____ Date: _____

Brandon Woods Variance Awareness Form

This form is used to advise homeowners that you are applying for work to be done on the exterior of your home as required by your documents. Additionally at the time contractors arrive to do the work your closest neighbors will know this is work was requested by you and approved by the HOA Board. **The signatures of your two next-door neighbors are needed.**

Owner's Name: _____

Address: _____

Telephone Number: _____

Email: _____

Neighbor's Name: _____

Address: _____

Telephone Number: _____

Email: _____

I have reviewed the plans for the proposed changes/improvements. My comments are noted below.

Signature: _____

Date: _____

Neighbor's Name: _____

Address: _____

Telephone Number: _____

Email: _____

I have reviewed the plans for the proposed changes/improvements. My comments are noted below.

Signature: _____

Date: _____