

Construction Request Procedures for Owner

Bristol Harbour Village Condominium I

1. Owner obtain a Condo I Construction Request form from Kenrick Corporation
2. Owner obtain proposal/estimate/quote from fully insured contractor
3. Owner complete construction request form including:
 - a. Full description of construction and remodeling project - please read the Condo I construction and remodeling guidelines information carefully for any specific details required for certain types of requests
 - b. Contractor's name & contact information
 - c. Proposed work schedule
 - d. **Include general liability AND workers' compensation insurance certificates for contractor. Condo I will not allow any contractor to work on the property who does not carry both insurances. *The certificate holder on the insurance certificates should be listed in the name of the homeowner.***
4. Submit construction request form, proposal/estimate/quote, etc. & insurance certificates to Kenrick Corporation c/o Bristol Harbour Condo I, 30 Golfside Circle Canandaigua, NY 14424 to the attention of Cassandra Wallace or via email to cwallace@kenrickfirst.com.
5. Once construction request form & all required documents are received, Kenrick Corporation will submit the request to the Condo I Board for their review.
6. Once a decision is made & the form is signed by the Condo I representative, the owner will be notified of the Board's decision.
7. Work is not allowed to be performed from Memorial Day to Labor Day and is limited to Monday through Saturday from 7:30 am to 5:30 pm. No work is permitted on Sundays.

Property Management office:

Kenrick Corporation
3495 Winton Place, D-4
Rochester, NY 14623
585-424-1540 fax 585-424-1553
www.kenrickfirst.com