

## Construction Request Procedures for Owner

### Bristol Harbour Village Condominium II

1. Owner obtain a Condo II 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 II construction and remodeling guidelines information carefully for any specific details required for certain types of requests
  - b. Contractor's name & contact information
  - c. Please include if work involves plumbing and/or electric
  - d. Proposed work schedule
  - e. Owner & contractor signature on first page and owner & contractor initials on each page of the request form
  - f. **Include general liability AND workers' compensation insurance certificates for contractor. Condo II 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 II, 30 Golfside Circle Canandaigua, NY 14424 to the attention of Cassandra Wallace or via email to [cwallace@kenrickfirst.com](mailto:cwallace@kenrickfirst.com).
5. Once construction request form & all required documents are received, Kenrick Corporation will submit the request to the Condo II Board for their review.
6. Once a decision is made & the form is signed by the Condo II representative, the owner will be notified of the Board's decision.
7. Work for construction and remodeling is limited from the Tuesday following Columbus Day to 5 pm the Friday before Memorial Day and Monday through Saturday from 8 am to 5:30 pm.

#### Property Management office:

Kenrick Corporation  
3495 Winton Place, D-4  
Rochester, NY 14623  
585-424-1540 fax 585-424-1553  
[www.kenrickfirst.com](http://www.kenrickfirst.com)