

## Construction Request Procedures for Owner

### Bristol Harbour Village Condominium III

1. Owner obtain a Condo III Construction Request form from Kenrick Corporation
2. Owner obtain proposal/estimate/quote from fully insured contractor
3. Owner complete construction request form including:
  - a. Homeowner's name, signature and unit number
  - b. Full description of construction and remodeling project - please read the Condo III construction and remodeling guidelines information carefully for any specific details required for certain types of requests
  - c. Contractor's name, contact information & signature
  - d. Proposed work schedule
  - e. Completed description form on page 2 of the request form
  - f. **Include general liability AND workers' compensation insurance certificates for contractor. Condo III 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 III, 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 III Board for their review.
6. Once a decision is made & the form is signed by the Condo III representative, the owner will be notified of the Board's decision.
7. Construction and remodeling is not allowed from 5 pm the Friday immediately preceding the Memorial Day Weekend until 8 am the Tuesday immediately following Labor Day. Construction is only allowed Monday through Saturday from 7:30 am to 5:30 pm during the rest of the year.

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)