

Variance Procedures for Owner  
COUNTRY CLUB

1. Owner obtains a variance form from Kenrick Corporation
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner complete 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. **Include General Liability AND Workers' Compensation insurance certificates for contractor. Country Club 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.**
  - d. **Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require the HOMEOWNER, PROPERTY NAME and KENRICK CORPORATION to be listed as "additionally insured" along with the job description in the Description of Operations.**  
**A SAMPLE HAS BEEN ATTACHED FOR REFERENCE**
4. Owner signs the 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](mailto: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](http://www.kenrickfirst.com)



**COUNTRY CLUB CONDOMINIUMS  
VARIANCE REQUEST FORM**

TO: Country Club Condominiums Board of Managers  
c/o Kenrick Corporation  
3495 Winton Place, Building D-4  
Rochester, New York 14623

FROM: \_\_\_\_\_  
Homeowner's Name and Address - Please Print

E-Mail Address: \_\_\_\_\_

I/We request permission to affect a modification or variance as follows: (DETAILED SPECIFICATIONS WITH APPROPRIATE PRINTS, PLANS, AND MODEL IDENTIFICATION MUST BE ATTACHED.)

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I/We understand:

- A. Any approval granted hereunder is subject to inspection of completed work by the Board of Managers within thirty (30) days following written notification of completion, which notification must be on or before the latest completion date established with the approval.
- B. Any modification or variance effected with approval hereunder shall be maintained by homeowner in a manner satisfactory to the Board of Managers, and shall not be further modified or removed without additional approval.

\_\_\_\_\_ Homeowner's Signature  
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Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
The above request is: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Latest completion date following which any approval granted hereunder is automatically revoked:

\_\_\_\_\_ Date \_\_\_\_\_ Agent's Signature

Comments:  
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\_\_\_\_\_  
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