

**GLENBROOKE PATIO HOMES**  
**VARIANCE REQUEST**

Date Received by Kenrick \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO:**

Kenrick Corporation  
3495 Winton Place  
D-4  
Rochester, NY 14623  
Email [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com)

Homeowner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Date: \_\_\_\_\_

**VARIANCE REQUEST NEEDS TO BE APPROVED BEFORE WORK CAN START**

In accordance with the Glenbrooke, By Laws and Policies, I request your consent to make the following changes, alterations, renovations and/or removals to my home:(please be specific with details of specific materials and colors, etc. if applicable):

---

---

---

---

---

**Required Documents:**

1. Site Map
2. Building Permit if Needed from Town of Henrietta
3. Sketch / Picture if Applicable
4. Contractor's Name and Insurance – General Liability and Workers' Compensation (The homeowner should be listed as the certificate holder)

**I understand and agree to the following provisions:**

1. Owner will assume all cost for work unless otherwise agreed upon and in writing from the board
2. All future maintenance & expenses relating to work will be paid by the current owner and all future owners of the home. Should an owner be remiss in their obligation, the HOA will perform maintenance/removal responsibilities at the owner's expense.
3. Owner will assume liability and be responsible for injury to self or others.
4. Owner will comply with local/state/federal government regulations/requirements (permits, approvals, etc.) Glenbrooke's board of directors, the property manager, and the committee have no responsibility with respect to such compliance.
5. Owner will submit a copy of the approved building permit from the Town of Henrietta to Kenrick Corporation.

Homeowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
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 charge 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: \_\_\_\_\_