

Variance Procedures for Owner  
Glenbrooke Patio Homes HOA

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. On 2<sup>nd</sup> page of variance, check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
  - d. **Include general liability AND workers' compensation insurance certificates for contractor. Glenbrooke 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.**
  - e. **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)



**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):

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**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: \_\_\_\_\_

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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:

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This charge and maintenance will \_\_\_ will not \_\_\_ become the financial responsibility of the homeowner. If HOA assumes costs, state amount & explain reason:

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Signature of Board member: \_\_\_\_\_ Date: \_\_\_\_\_