



Variance Request Instructions Harbor Hill HOA

1. Owner obtains a blank Variance Request Form from Kenrick Corporation either by visiting the [Harbor Hill HOA \(click here!\)](#) page on Kenrick's website, or by emailing variances@kenrickfirst.com.
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner completes the variance form which will include:
 - a. Full description of requested modification including: style, color, and 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. Harbor Hill 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 with the homeowner's association address.***
 - d. *Additionally, we require you the Homeowner , the HOA and Kenrick Corporation to be listed as "additionally insured" along with the job description in the Description of Operations.*
4. Owner signs the completed variance form
5. Submit completed variance form, proposal/estimate/quote, insurance certificates and any other related documents to Kenrick Corporation. You can send either by mail (USPS), or via email:
 - a. **ATTN: Variance Team**, 3495 Winton Place, Suite D-4, Rochester, NY 14623
 - b. Email to: variances@kenrickfirst.com
6. Once the variance form & all other required documents are received, Kenrick Corporation will submit to the Board of Directors for review. *Please note: 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 going to be possible, the owner must note this in the variance or notify variances@kenrickfirst.com with an explanation of the delay in work (i.e. product must be ordered, weather, etc...)

Property Management Information:

Kenrick Corporation
3495 Winton Place, D-4
Rochester, NY 14623

Office:(585)424-1540

[Harbor Hill HOA Webpage](#)

HARBOR HILL SUBDIVISION ASSOCIATES, INC.
VARIANCE REQUEST

PLEASE RETURN COMPLETED FORM TO:

variances@kenrickfirst.com

OR by mailing to:

Kenrick Corporation c/o Variances

3495 Winton Place, D-4

Rochester, New York 14623

PROPERTY: _____

HOMEOWNER: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

TO THE BOARD OF DIRECTORS:

I REQUEST PERMISSION TO MAKE THE FOLLOWING CHANGES TO THE EXTERIOR OF MY TOWNHOUSE OR TO THE COMMON AREA OF THE COMMUNITY. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO OBTAIN ANY BUILDING PERMITS THAT MAY BE NECESSARY FOR THIS WORK. I HAVE ATTACHED A SKETCH OF PROPOSED CHANGES, LISTED MATERIALS TO BE USED, AND INDICATED WHO WILL DO THE WORK (please be explicit; extra sheets may be attached).

REASON FOR VARIANCE REQUEST: _____

WHO WILL COMPLETE THE WORK? (All contractors must provide Kenrick Corporation a Certificate of Insurance evidencing appropriate liability and a current Workers Compensation policy): _____

LENGTH OF GUARANTEE (If applicable): _____

Does your project require a construction dumpster, POD storage, or access to neighboring properties? (circle one) **YES** **NO**

INDICATE ANY FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: _____

DATE _____

SIGNATURE OF PETITIONER _____

=====

BOARD OF DIRECTORS ACTION:

_____ APPROVED

_____ DENIED

DATE _____

AUTHORIZED SIGNATURE _____

COMMENTS: _____

LATEST COMPLETION DATE AFTER WHICH ANY APPROVAL IS AUTOMATICALLY REVOKED AND NEW VARIANCE REQUEST IS NECESSARY: _____

DATE ON WHICH ACTED-ON VARIANCE REQUEST MAILED TO PETITIONER _____

THIS CHANGE AND THE MAINTENANCE THEREOF WILL _____ WILL NOT _____ BECOME THE FINANCIAL RESPONSIBILITY OF THE HOMEOWNER.

IF THE HOA ASSUMES COSTS, STATE AMOUNT AND EXPLAIN REASON: _____
