

Variance Procedures for Owner
Holiday Harbour Condominiums

1. Owner obtains proposal/estimate/quote from fully insured contractor
2. Owner needs to complete the following when submitting the variance form:
 - 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. Check boxes regarding permits (if applicable), drawing/plans, proposal/estimate/quote including brochure, pamphlet, or tear sheet showing style, color, material
 - d. **Include general liability AND workers' compensation insurance certificates for contractor.** *The certificate holder on the insurance certificates should be listed as the homeowner using their Holiday Harbour address. A sample is included. **IMPORTANT – If you are using KMC, the homeowner must initiate the request for the insurance certs from KMC by calling 585-424-1080.***
3. Owner signs the variance.
4. Submit variance, proposal/estimate/quote, & insurance certificates to Kenrick Corporation office via email to variances@kenrickfirst.com OR if you have a paper copy you may submit via mail to: 3495 Winton Place D4, Rochester, NY 14623 to the attention of the Variance Team
5. Once variance & all required documents are received, Kenrick Corporation will submit variance to the Committee for review. The Board has up to 30 days to review and make a decision.
6. Once a decision is made & variance is signed by the Board of Managers the owner will be notified of the Board's decision.
7. 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 fax 585-424-1553
www.kenrickfirst.com