

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
  - a. **Include general liability AND workers' compensation insurance certificates for contractor. Holiday Harbour 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.**
  - b. **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**
3. Owner signs the variance.
4. Submit variance, proposal/estimate/quote, & insurance certificates to Kenrick Corporation office via email to [variances@kenrickfirst.com](mailto: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  
[www.kenrickfirst.com](http://www.kenrickfirst.com)



**Holiday Harbour Condominium Variance Request Form**

**Submission of Plans to Board of Managers (BOM) or Variance Committee (VC)**

Review and decision by VC and/or BOM may take up to 30 days from date of receipt

Homeowner: \_\_\_\_\_ Holiday Harbour Unit #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone(s) Cell: \_\_\_\_\_ Home/Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ HH Mtce Preview: \_\_\_\_\_ Date Received by VC/BOM: \_\_\_\_\_

**My Check List.** Please ck each item below to indicate items are included.

- \_\_\_\_\_ A. A labeled drawing (to scale) or blueprint of my plans, or photos
- \_\_\_\_\_ B. The contractor is: \_\_\_\_\_
- \_\_\_\_\_ C. Copy of the proposal from the contractor with a detailed description of the work to be performed, product information (i.e. brochures, cut sheets, specs on product).
- \_\_\_\_\_ D. Copy of an insurance from my contractor listing General liability insurance coverage in the amount of \$1,000,000 & workers comp insurance in effect currently and at the time the work is to be done. \*\*\*\*Must Submit with Each Application\*\*\*
- \_\_\_\_\_ E. Ck if permit is needed from City – 90% efficient furnaces & on-demand hot water tanks.

**My Proposal:** In accordance with the Holiday Harbour Condominium covenants, easements, charges, and liens (“declaration & by-laws”) and the condominium rules and regulations, I request approval to make the following changes, alterations, renovations, additions and/or removals to my unit:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this an amendment to a previous request? \_\_\_\_\_ If yes, approximate date of previous request: \_\_\_\_\_. I understand that under the Declaration and Rules and Regulations, the committee will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

- I will submit the variance and supporting documents to the Kenrick office at least one week prior to the Holiday Harbour Board of Managers meeting. They may be emailed to: [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com) or mailed to 3495 Winton Place D4, Rochester, NY 14623. If the variance is not received prior to the meeting, it will not be reviewed until the next month’s meeting.
- No work or commitment of work will be made by me until I have received written approval from the Variance Committee (VC) and/or Board of Managers (BOM).
- All work will be done at my expense and all future upkeep will remain at my expense or future homeowner’s expense. All work will be done expeditiously once commenced and will be done in a good workman-like manner by contractor.

- All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
- I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work and be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
- I will be responsible for complying with, and will comply with, all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that Holiday Harbour Condominium, its Board of Managers, its Agent, and the Variance Committee have no responsibility with respect to such compliance and that the Board of Managers or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.
- I understand that a decision by the Variance Committee (VC) is not final and that the Board of Managers (BOM) may reverse or modify a decision by the Variance Committee (VC) upon the written application of any owner made to the Board within thirty (30) days after the committee makes its decision.
- If approved within thirty (30) days of application, the work would start on or about \_\_\_\_\_ and would be completed on or about \_\_\_\_\_.
- Homeowner agrees to notify on-site Superintendent when work is completed so it can be reviewed. This is required for all variances. Homeowner's initials: \_\_\_\_\_.

**Homeowner's Signature:** \_\_\_\_\_

**Action taken by Board of Managers or Variance Committee**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Approved as Requested

\_\_\_\_\_ Approved with the Following Exceptions

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Permit Needed: \_\_\_\_\_

\_\_\_\_\_ Disapproved Based on The Following: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Holiday Harbour Condominium Board of Managers / Variance Committee

HH Superintendent Final Inspection Approval of Work \_\_\_\_\_ Date: \_\_\_\_\_