

## Variance Request Procedures Huntington Park HOA

1. Owner obtains a blank Variance Request Form from Kenrick Corporation either by visiting the Huntington Park page on Kenrick's website, or by emailing your property manager, Tiffany Harrell at [tharrell@kenrickfirst.com](mailto:tharrell@kenrickfirst.com).
2. Owner obtains a proposal/ estimate/ quote from a fully insured contractor
3. Owner completes the variance form which will include:
  - a. Full description of modification including style, color, materials
  - b. Contractor's name & contact information
  - c. On back of variance, check boxes regarding drawing/ plans, proposal/ estimate/ quote including brochure, pamphlet, tear sheet showing style, color, material
  - d. **Include the Contractor's General Liability AND Workers' Compensation Insurance Certificates. Huntington Park 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.***
  - e. *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.*
  - f. Fill out the Neighbor Notification (page 4) & include the completed form when submitting to Kenrick Corporation
4. Owner signs variance request
5. Submit completed variance form, proposal/ estimate/ quote, contractor's insurance certificates, and any other related documents to Kenrick. You can submit either by mail (USPS) or email:
  - a. **Via USPS:** Kenrick Corporation - **ATTN: Variance Team**, 3495 Winton Place, Suite D4, Rochester, NY 14623
  - b. **Via Email:** [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com)
6. Once the variance request form & all other required documents have been received, Kenrick Corporation will submit the request to Board of Managers for review. Note: the Board has up to 45 days to review and make a decision.
7. Once a decision is made & variance is signed by the Board of Managers, 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 on the variance or sending an explanation (i.e. product must be ordered, weather, etc...) to Kenrick.

### Property Management Information:

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

Office: (585) 424-1540  
[www.kenrickfirst.com](http://www.kenrickfirst.com)

**HUNTINGTON PARK HOMEOWNERS ASSOCIATION**

**REQUEST FOR VARIANCE**

(Please Use Pen ONLY)

To: Board of Directors (BOD)  
Huntington Park Homeowners Association, Inc.  
c/o Kenrick Corporation  
3495 Winton Place, D-4  
Rochester, N.Y. 14623

From: Homeowner Name: \_\_\_\_\_

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

Phone: (H) \_\_\_\_\_ (Other) \_\_\_\_\_

E-Mail: \_\_\_\_\_

In accordance with the Huntington Park Homeowners Association "Declaration & By-Laws," and the "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: \_\_\_\_\_

**Note:** Applications should be received at least two weeks before the Board of Directors meeting to appear on the agenda.

Date Received by the Management Company: \_\_\_\_\_ Date Processed by the BOD \_\_\_\_\_

I understand that under the “Declaration & By-Laws” and “Rules and Regulations,” the BOD will act on this request and the management company will provide me with written response of their decision within 45 days of the submission of this document. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until I have received written approval from the BOD via the management company.
2. All work will be done at my expense and all future upkeep will remain at my expense or future homeowner’s expense.
3. All work will be done expeditiously once commenced and will be done in a good professional manner by the contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners.
5. I will assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for addressing inappropriate conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with all applicable federal, state, and local laws; codes; regulations; and requirements in connection with this work, and I will obtain all necessary governmental permits and approvals for the work.
8. I understand and agree that the Huntington Park Homeowners Association and its Board of Directors have no responsibility with respect to such compliance as outlined above and that the Board of Directors’ 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.
9. I understand that the initial denial decision regarding this variance request is not final. The Board of Directors may decide to reverse or modify its initial decision following consideration of a written appeal by the homeowner if made to the Board within thirty (30) days after the initial decision.
10. I understand if said construction is not in compliance with the approved variance, I am responsible for all costs associated with complying with the approved variance.
11. No modifications are to be made to the Huntington Park Homeowners Association Common Property. The unit owner will be responsible for the cost to repair any damages made to the common property by the unit owner or their contractor.
12. I understand I am responsible to notify my neighbors in my building of this request.
13. I understand the contractor is responsible to remove all resulting debris. If the contractor does not remove the debris, I am responsible for the removal.
14. I have provided the following **REQUIRED** items in this variance request

(Check each line)

\_\_\_\_\_The name, address and contact information of the contractor

\_\_\_\_\_A labeled drawing (to scale) or blueprint of my plans

\_\_\_\_\_A copy of the proposal from the contractor with a detailed description of the work to be performed and product information, e.g.: brochures, cut sheets, photographs, detailed material list

\_\_\_\_ A copy of an insurance certificate from my contractor listing General Liability Insurance and workers compensation coverage in effect presently and at the time the work is completed

\_\_\_\_ Homeowner should be listed as the certificate holder and the Homeowner along with the HOA and Kenrick Corp to be listed as additionally insured on the contractor's insurance form.

\_\_\_\_ Homeowner notification pages for all units in my building.

15. I agree to contact the Management Company when the variance work is completed.

\_\_\_\_\_

(Homeowner's Signature)

(Date)

**Actions Taken by the Board of Directors (BOD)**

\_\_\_\_ Approved as Requested

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

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

\_\_\_\_ Not Approved

Reasons for decline of approval: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(Signature of the President, Board of Directors)

(Date)

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

**Action Taken by the Management Company**

\_\_\_\_ On this date the homeowner was mailed a written decision of the Board of Directors regarding this variance proposal.

\_\_\_\_\_  
(Signature of the Representative of the Management Company)

(Date)

# Neighbor Notification

(To notify your neighbor of the work you are doing)

I, \_\_\_\_\_ am notifying you, my neighbor, at unit # \_\_\_\_\_  
*(Name of homeowner with Variance)* *(Address of neighbor)*  
of the following variance request which I will be submitting to the Board of Directors. I am  
requesting the following changes to my unit:

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Please sign below showing you have been notified of, and do not object to, my intentions to change the outside appearance of my unit. Please note that this variance has not yet been submitted or approved by the Board of Directors.

\_\_\_\_\_  
Neighbor Signature

\_\_\_\_\_  
Date

If you, my neighbor, have any concerns please list them below:

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