Variance Procedures for Owner

Ingress at the Erie Canal

1. Owner obtains a variance form from Kenrick Corporation

2. Owner obtains a proposal/estimate/quote from fully insured contractor

3. Owner completes the variance form including:
    a. Full description of modification including style, color, materials
    b. Contractor's name & contact information
    c. On 2nd page of variance, check boxes for all that apply 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. Both certificates are required for every contractor.**
        When the contractor is requesting the insurance certificates, please let them know that the homeowner must be listed as certificate holder, and the homeowner and Ingress at the Erie Canal HOA must be indicated as additionally insured. This can be written in the description of operations box on the certificate of liability insurance and indicated in the additionally insured column next to general liability.

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.

6. Once the 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 & the 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 the 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