

Lac De Ville Village HOA

Variance Request Form

Variance Procedures for Homeowner

Lac de Ville Village Homeowners Association, Inc.

1. Homeowner obtains a variance form from Property Management office
2. Homeowner obtains proposal/estimate/quote from fully insured contractor
3. Homeowner completes variance form including:
 - a. Full description of modification including style, color, material if necessary
 - b. Contractor's name
 - c. Check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
 - d. *Included general liability and worker's compensation insurance certificate for contractor. Certificate holder should be listed in the name of the homeowner. The homeowner and Lac DeVille Village HOA need to be listed as additionally insured.*
4. Homeowner signs variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to Property Management office by fax 585-424-1553 or by sending an email to variances@kenrickfirst.com.
6. Once variance & all required documents are received, Property Management Company will submit items to Board of Directors for review. The Board has up to 30 days to review and make a decision on the variance.
7. Once a decision is made, variance is signed by the Board of Directors, the homeowner will be notified of the Board's decision.
8. If variance was approved, Homeowner may order products and/or schedule work to be begin.
9. Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the homeowner must note this in the variance or contact the Property Management Company with explanation.

Property Management office:

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

585-424-1540 fax 585-424-1553

www.kenrickfirst.com

Lac De Ville Village HOA
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Homeowner:

E-Mail Address:

Mailing Address:

City, State, Zip:

Property Address

(if different than mailing address):

Phone(s):

H

W

C

Date Submitted:

Date Received by BOD:

In accordance with the Lac De Ville Village HOA covenants, easements, charges, and liens ("declaration") and the association rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request? _____. If yes, the approximate date of previous request: _____. I understand that under the declaration and the rules and regulations, the Board of Directors will act on this request and provide me with a written response of their decision. 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 association/condominium.
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 workman-like manner by myself or a 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 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 the conduct of all persons, agents, contractors, and employees who are connected with this work.

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7. 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 the Lac De Ville Village HOA, its board of directors, its agent and the committee have no responsibility with respect to such compliance and that the board of directors 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.
8. I understand that a decision by the Board of Directors is final.
9. The contractor is: _____
10. If approved within thirty (30) days, the work would start on or about _____ and would be completed by _____.
11. I have attached: Place a Checkmark Indicating Which Items are Included (all could be included)
- ____ A). A detailed drawing (to scale) or blueprint of plans
- ____ B). A copy of survey map. (Needed for fences and decks)
- ____ C). A copy of the proposal from the contractor with a detailed description of the work to be performed with product information. ie: brochures, cut sheets.
- ____ D). A copy of an insurance certificate from the contractor listing Liability and Workers Compensation Insurance coverage in effect at this time.

Homeowner Signature: _____

***Return completed Variance Form to Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623
Or fax to Kenrick Corporation at 585/424-1553 or email variances@kenrickfirst.com.***

Date of Action: _____

Approved as Requested: _____

____ Approved with the following Exceptions:

____ Disapproved based on the following:

Signature of Board Representative

Date

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