

1. Owner obtains a variance form from Kenrick Corporation, website or Superintendent
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner complete variance form including:
 - 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. **Included general liability and workers' compensation insurance certificate for contractor** *The certificate holder* should be listed under the homeowner name and address.
4. Initial that Owner agrees to contact Superintendent for inspections
5. Owner sign variance
6. Page 4 addresses particular approved styles; circle your choice of style
7. 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 variances@kenrickfirst.com.
8. Once variance & all required documents are received, Kenrick Corporation will submit variance to Board of Managers for review. The Board has up to 30 days to review and make a decision.
9. Once a decision is made & variance is signed by the Board of Managers, the owner will be notified of the Board's decision.
10. 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 with Kenrick Corporation 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

ENTRY DOORS

Replacement of the unit entry door must be approved style and of solid core construction. The entry door must be white, preferably factory finished, not primer only. Future painting of the entry door is the responsibility of Linden East. Before replacing the unit entry door, a unit owner must submit a variance request for approval. No work should be done prior to receipt of written variance approval. Allow at least one month for the variance request to be approved.

Approved Entry Door Styles



** = new approved style 10/2019

*** = new approved style 5/2020, 2/3 oval glass, clear or etched only, no colored glass.

SCREEN/STORM DOORS

Before making any changes to the outside of a unit, including the addition or replacement of a screen/storm door, a unit owner must submit a variance request for approval. No work should be done prior to receipt of the approved variance request. Allow at least one month for the variance request to be approved. The screen/storm door must be an approved design & white in color. The screen/storm door must be of metal construction, vinyl covered wood core, or metal covered wood core.

Approved Screen/Storm Door Styles



WINDOW REPLACEMENT

Before replacing the unit windows, a unit owner must submit a variance request for approval. No work should be done prior to receipt of written approval. Allow at least one month for the variance request to be approved. All windows are sliding style windows and the exterior finish must be white or brown. Suggested vendors are Pace Window & Door and Wonder Windows.

Fogged Windows – There are contractors who specialize in replacing just the glass for less money (Lucian Waters 585-227-6548).

AIR CONDITIONERS

All Air Conditioning Condensers that are placed on the driveway (or in the flower bed for the ranch unit) **MUST** be placed on an appropriate pad under the condenser. (added by BOM 7/2019).

UP-FLOW FURNACES FOR RANCH & 2-STORY STYLE CONDOS

All duct work must be hard style pipe, no flexible piping allowed.

HEAT PUMP FOR RANCH

All lines are concealed and not run in overhead space. Condenser unit should be placed where the existing AC unit is located. Currently Taylor has installed heat pumps in 2 ranch units.

ELECTRIC CAR CHARGE STATION

The dealer where the car is purchased will have information and recommend vendors who can supply and install charge stations. Most will have 2 options:

- 1) a 110 volt slow charging
- 2) 220 volt fast charge stations. Power will come from the owners electric panel.

Linden East Condominium Variance Request Form

Review and decision Board may take up to 30 days

Owner's Name:

Mailing Address:

City/State/Zip

Property Address

Phone(s) H:

W:

Other:

Email address:

Date submitted:

Date BOM received:

In accordance with the Linden East Condominium covenants, easements, charges, and liens ("declaration & by-laws") and the association's 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:

1. No work or commitment of work will be made by me until I have received written approval from the association.
2. All work will be done at my expense and all future upkeep will remain at my expense or future owner's expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by 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.
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 Linden East Condominium, its Board of Managers, and its agent have no responsibility with respect to such compliance and that the Board'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. The contractor is: _____
9. Below check below to indicate items are included
- ____ A). A labeled drawing (to scale) of my plans
 - ____ B). A copy of the proposal from the contractor with a detailed description of the work to be performed and product information. i.e. brochures, cut sheets (REQUIRED)
 - ____ C). A copy of an insurance certificate from my contractor listing **General Liability and Workers Compensation Insurance** coverage in effect presently and at the time the work is completed. (REQUIRED)

____ I agree to contact the property superintendent for inspection following completion of the work.
HO initials

Owner's Signature: _____

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

Action Taken by Board of Managers (BOM)

Date of Action: _____

____ Approved as Requested

____ Approved with the Following Exceptions:

____ Disapproved Based on The Following:

If the change requested is not made within 30 days of the date of approval, approval of the variance request is automatically revoked. Later construction must be subject to re-submittal.

(Signature & Title) Linden East Condominium Board of Managers (date)