

Variance Procedures for Owner

Little Pond HOA

1. Owner obtains a variance form from Kenrick Corporation
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 - 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. On 2nd page of variance, check boxes 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. Little Pond 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.**
 - e. **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
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 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 & 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 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

LITTLE POND HOMEOWNERS' ASSOCIATION, INC.

VARIANCE REQUEST

DELIVER FORM TO:

variances@kenrickfirst.com or sent to:

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

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NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Dear Board of Directors:

I request permission to make the following changes to the exterior of my townhouse/patio home or to the common area of the community. I have attached a sketch of the proposed changes, listed the materials to be used and who will do the work. (Please be explicit. Extra sheets may be attached.) A copy of an insurance certificate from my contractor listing Liability and Workers Compensation Insurance coverage in effect at this time must also be submitted naming homeowner as an additional insured.

REASON FOR REQUEST: _____

LENGTH OF GUARANTEE (if applicable): _____

INDICATE FUTURE MAINTENANCE REQUIRED BY THE ASSOCIATION: _____

Standard Requirements:

Window Replacements: Should be similar size and style in **white**

Satellite Dishes: MUST NOT be installed on the Roof. **Must be installed on pole.**

Mailboxes: MUST have doctor's note/permission from USPS to install a mailbox.

Homeowner Signature: _____ Date: _____

Any improvements to structures are subject to local town zoning ordinances, which must be approved. The Little Pond Homeowners Association, Inc. is not liable for any encroachments of zoning ordinances. It is the homeowner's responsibility to ensure conformance with town zoning. It will also be the responsibility of the homeowner to apply for and receive a building permit from the Town of Greece where applicable.

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BOARD OF DIRECTORS HAS:

- APPROVED
- APPROVED WITH CONDITIONS
- DISAPPROVED

Board Signature: _____ Date: _____