

## Variance Procedures for Owner

### Maplehurst Commons 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
  - b. Contractor's name & contact information
  - c. On 2<sup>nd</sup> 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. **Maplehurst Commons** 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 you, **the homeowner, the HOA and Kenrick Corporation** to be listed as "additionally insured" along with the job description in the Description of Operations.
4. Owner sign 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](mailto: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  
[www.kenrickfirst.com](http://www.kenrickfirst.com)



**Maplehurst Commons Homeowner's Association**  
**Variance Request Form**

**Please give 30 days for review and decision by the Board of Directors**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

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

Date Submitted \_\_\_\_\_ Date Received by BOD \_\_\_\_\_

In accordance with the Maplehurst Commons Homeowner's Association covenants, easements, charges, and liens ("Declaration & By-laws") and the Association's rules and regulations, I request your consent to make the following changes, alterations, renovations, additions, and/or removals to my unit.

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Is this an amendment to a previous request? \_\_\_\_\_ If yes, approximate date of previous request: \_\_\_\_\_ I understand that under the Declaration and the 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 homeowner'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 Maplehurst Commons Homeowner's Association, 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 committee is not final and that the Board of Directors may reverse or modify a decision by the committee upon the written application of any owner made to the board within thirty (30) days after the committee makes its decision.
9. The contractor is: \_\_\_\_\_
10. If approved within thirty (30) days, the work would start on or about \_\_\_\_\_ and would be completed by \_\_\_\_\_.

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11. I have attached: **Below please place a check mark indicating which items are included.**

- A). A labeled drawing (to scale) or blueprint of my plans
- B). A copy of my survey map, if applicable. (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. i.e.: brochures, cut sheets
- D). A copy of an insurance certificate from my contractor listing **General Liability and Workers Compensation** Insurance coverage in effect at this time.
- E). **Homeowner, HOA and Kenrick Corp. listed as additionally insured and homeowner listed as the certificate holder** on the contractor's insurance form.

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Return completed Variance Form via mail to Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623, or email to [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com).*

**Action Taken by Board of Directors**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Approved as Requested

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

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

\_\_\_\_\_ Disapproved Based on The Following

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

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

**This change and the maintenance thereof will \_\_\_\_\_ will not \_\_\_\_\_ become the financial responsibility of the Homeowner. If the HOA/CONDO assumes costs, state amount and explain reason:**

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

Maplehurst Commons Homeowner's Association Board of Directors