

## Variance Procedures for Owner

### Villas at Monarch Manor HOA

1. Owner obtains a variance form from Kenrick Corporation
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner completes 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.** *The certificate holder should be listed in the homeowners name with your association address.*
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](mailto:variances@kenrickfirst.com).
6. Once variance & all required documents are received, Kenrick Corporation will submit the variance to the Sponsor/Board of Directors for review. The Sponsor/Board has up to 30 days to review and make a decision.
7. Once a decision is made & variance is signed by the Sponsor/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](http://www.kenrickfirst.com)