

**NORTH STAR VILLAGE HOMEOWNERS ASSOCIATION, INC.**

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

**VARIANCE REQUEST**

**TO:** Board of Directors, North Star Village HOA

Homeowner:

E-Mail Address:

Mailing Address:

City, State, Zip:

Winter Address: (if applicable)

Property Address (if different than mailing address):

Phone(s):

H

W

C

Date Submitted:

Date Received by BOD/AC:

In accordance with the North Star 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 or landscaping:

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.
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.
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 North Star 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 forty-five (45) 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 patios, 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. BOTH are REQUIRED. The homeowner should be listed as the certificate holder, and the homeowner, North Star Village at Bristol Mountain HOA, and Kenrick Corp ALL need to be listed as additionally insured.

**Homeowner Signature:** \_\_\_\_\_

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

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

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

☐ Approved with the following Exceptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Disapproved based on the following: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of HOA Board/Architecture Committee Representative

\_\_\_\_\_  
Date

***Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the committee. All work must be completed within 90 days of project start.***