

Variance Procedures for Owner  
Parkview Place Condominium B

1. Owner obtains a variance form from Kenrick Corporation
2. Owner obtains a proposal/estimate/quote from fully insured contractor
3. Owner completes the 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 for all that apply 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 on the insurance certificates should be listed as the homeowner. Parkview Place Condominium B and the homeowner must be indicated as additionally insured and this can be written in the description of operations box on the certificate of liability insurance and indicated in the additionally insured column next to general liability.*
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 the variance & all required documents are received, Kenrick Corporation will submit variance to Sponsor/Board of Managers for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & the variance is signed by the Sponsor/Board of Managers the owner will be notified of the Sponsor/Board's decision.
8. Work is to be completed within 30 days of the 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)