

Variance Procedures for Owner  
Parkview Place Condominium C

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. Parkview Place 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](mailto:variances@kenrickfirst.com)
6. Once the variance & all required documents are received, Kenrick Corporation will submit variance to 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 Board of Managers the owner will be notified of the 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  
[www.kenrickfirst.com](http://www.kenrickfirst.com)

**PARKVIEW PLACE CONDOMINIUM C**

**Variance Request Form**

**Board of Managers has up to 30 days for review and decision**

**Submission of Plans to the Board of Managers**

Homeowner:

Mailing Address:

City, State, Zip:

Property Address

(if different than mailing address):

Phone(s):                      H                                      W                                      C

Email address:

Date Submitted:

Date Received by  
BOM

In accordance with covenants, easements, charges, and liens (“Declaration & By-laws”) and the 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, the approximate date of previous request:\_\_\_\_\_. I understand that under the Declaration, By-laws, Rules and Regulations, the Board of Managers/Sponsor 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/condominium.
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 Parkview Place Condominium B, its Board of Managers/Sponsor, its agent and the committee have no responsibility with respect to such compliance and that the Board of Managers/Sponsor 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.

**PARKVIEW PLACE CONDOMINIUM C**

**Variance Request Form**

**Board of Managers has up to 30 days for review and decision**

- 8. I understand that a decision by the Board of Managers is final.
- 9. The contractor is: \_\_\_\_\_.
- 10. If approved within thirty (30) days, the work would start on or about \_\_\_\_\_ and would be completed by \_\_\_\_\_.
- 11. I have attached - Place a Check Mark 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 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. brochure, cut sheets, style, color, etc....)
  - \_\_\_D). A copy of an insurance certificate from the contractor listing **General Liability and Worker's Compensation Insurance** coverage in effect at this time.
  - \_\_\_E). HOMEOWNER, PROPERTY and KENRICK CORPORATION listed as additionally insured and homeowner listed as the certificate holder on the contractor's insurance form.

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

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

**Action Taken by Board of Managers**

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.

\_\_\_\_\_  
Board President/Arch Committee Signature

\_\_\_\_\_  
Date