

**Variance Procedures for Homeowner  
The Penfield Village Square HOA**

1. Homeowner obtain a variance form from the Property Management Office
2. Homeowner obtain proposal/estimate/quote from fully insured contractor of your choice
3. Homeowner complete variance form including:
  - a. Full description of modification including style, color, material if necessary
  - b. Contractor's name
  - c. Check boxes regarding drawing/plans, proposal/estimate/quote including brochure, pamphlet, tear sheet showing style, color, material
  - d. Included general liability and worker's compensation insurance certificate for contractor
4. Homeowner sign variance
5. Submit variance, proposal/estimate/quote, & insurance certificates to Property Management office.
6. Once variance & all required documents are received, Property Management Company will submit items to Board of Managers for review. The Board has up to 30 days to review and make a decision on the variance.
7. Once a decision is made, variance is signed by the Board of Managers, the homeowner will be notified of the Board's decision.
8. If variance was approved, Homeowner may schedule work to begin.
9. Work is to be completed within 30 days of approved variance. If this is not possible, due to ordering product or weather, the homeowner must note this in the variance or contact the Property Management Company with explanation.

Property Management office:  
Kenrick Corporation, 3495 Winton Place, D-4  
Rochester, NY 14623 585/424-1540  
[www.kenrickfirst.com](http://www.kenrickfirst.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
Organization Name		NAME:	
Street Address		PHONE (A/C, No, Ext):	FAX (A/C, No):
City		E-MAIL ADDRESS:	
INSURED		INSURER(S) AFFORDING COVERAGE	
Organization Name and address		INSURER A: XXX Insurance Company	NAIC # XXXXX
		INSURER B: XXX Insurance Company	XXXXXX
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		2020 Liab	REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED THEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF. (MM/DD/YY)	POLICY EXP. (MM/DD/YY)	LIMITS			
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			MPU7668K	07/31/2020	07/31/2021	EACH OCCURRENCE \$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000			
							MED EXP (Any one person) \$ 10,000			
							PERSONAL & ADV INJURY \$ 1,000,000			
A	AUTOMOBILE LIABILITY						GENERAL AGGREGATE \$ 2,000,000			
	ANY AUTO						PRODUCTS - COMP/OP AGG \$ 2,000,000			
	OWNED AUTOS ONLY									
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY								
B	UMBRELLA LIAB		OCCUR	MPU7668K	07/31/2020	07/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000			
	EXCESS LIAB		CLAIMS-MADE							BODILY INJURY (Per person) \$
	DED		RETENTION \$							BODILY INJURY (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY									PROPERTY DAMAGE (Per accident) \$
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / N <input checked="" type="checkbox"/> Y									
If yes, describe under DESCRIPTION OF OPERATIONS below										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### THIS IS AN EXAMPLE

Please add the following wording to the description of operations:

The homeowner is listed as additional insured

### CERTIFICATE HOLDER

### CANCELLATION

Homeowner Name Association Street Address City, State, Zip	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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## **The Penfield Village Square HOA** **Variance Request Form**

**Submission of Plans to Architectural Guidelines Committee (AGC) or Board of Managers (BOM)**

**Review and decision by Architectural Committee &/or Board may take up to 30 days**

Homeowner Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone(s) H \_\_\_\_\_ W \_\_\_\_\_ C \_\_\_\_\_

Email address \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Received by AGC/BOM \_\_\_\_\_

In accordance with the The Penfield Village Square HOA covenants, easements, charges, and liens (“declaration & by-laws”) and the rules and regulations, I request your permission 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, by-laws, 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 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 The Penfield Village Square, its Board of Managers, its agent and the committee have no responsibility with respect to such compliance and that the Board of Managers or its designated committee 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 Managers may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Managers within thirty (30) days after the committee makes its decision.
9. The contractor is: \_\_\_\_\_  
Contractor must carry General Liability & Workers' Compensation Insurance to work on Penfield Village Square property.
10. I have attached: (all could be selected)  
 A). A labeled, detailed drawing (to scale) or blueprint of plans  
 B). A copy of the proposal from the contractor with a detailed description of the work to be performed with product information (i.e: proposal, brochures, pamphlet, tear sheets)  
 C). A copy of insurance certificate from contractor showing **General Liability & Workers' Compensation Insurance** coverage in effect at the time the work will be performed.

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

**Action Taken by Architectural Guidelines Committee (AGC) or Board of Managers**

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work to be completed within 30 days of variance approval. Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the Board.**

**This change and the maintenance thereof will \_\_\_\_\_ will not \_\_\_\_\_ become the financial responsibility of the Homeowner.**

**If the HOA assumes costs, state amount and explain reason:**

\_\_\_\_\_

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