

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 & contact information
 - c. Check boxes regarding permits (if applicable), drawing/plans, proposal/estimate/quote including brochure, pamphlet, or tear sheet showing style, color, material
4. **Include general liability AND workers' compensation insurance certificates for contractor. Penfield Village Square 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.**
5. **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**
6. Homeowner sign variance
7. Submit variance, proposal/estimate/quote, & insurance certificates to Property Management office.
8. 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.
9. Once a decision is made, variance is signed by the Board of Managers, the homeowner will be notified of the Board's decision.
10. If variance was approved, Homeowner may schedule work to be begin.
11. 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

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:

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.

The Penfield Village Square HOA, Board of Managers