

Stony Point Variance Process

(Steps in the process)

1. The resident fills out a Variance form, providing details about the planned work, including who will be doing it (themselves and/or a contractor), and any additional information required, such as proof of the contractor's insurance. The resident then sends the Variance form and any related documents to the Property Management Company at Variances@kenrickfirst.com. **If homeowner is hiring a contractor the following needs to be attached to the variance.**
 - a. **Include general liability AND workers' compensation insurance certificates for contractor. Stony Point 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.**
 - b. **Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require you, the homeowner, Stony Point HOA and Kenrick Corporation to be listed as "additionally insured" along with the job description in the Description of Operations. (see sample on next page)**
2. Property Management Company records into tracking system and forwards to Board Variance Committee Chairperson or Landscaping Committee Chairperson for review and determination.
3. Board Variance Committee reviews for completeness of details and may contact resident for clarification as required – If subject of variance is Landscaping, the variance is forwarded to the Chairperson of the Landscaping Committed for Committee review and recommendations.
4. Landscaping committee reviews and makes recommendation and Chairperson of the Landscaping Committed advises Board.
5. Board Variance Committee reviews submission and makes a determination by Board Vote and forwards results: (Approved or Disapproved) to Property Management Company. However, for any change that has a significant effect on the exterior appearance of the unit and/or land, the Variance Committee must review the variance with the Board for their review and determination. Once a determination is reached, the information is forwarded to the property management company.
6. Property Management Company records Board assessment/disposition and notifies Resident by letter (including copy of variance) of Board Decision and places copy of Variance in Residents file.
7. If Approved - Residents Completes work and notifies Property Management Company when work is completed.
8. Board reserves the right to confirm/inspect work is completed as approved. If OK Variance/matter is closed. If work is found not to comply with approved variance, the matter is addressed with the resident until compliance is achieved then Variance is closed.

Stony Point Homeowners Association Variance Request

Stony Point Homeowner Name _____

Stony Point House number and street _____

Phone (Daytime) _____ Phone (Evenings) _____

Email Address _____

I request permission to make the following changes to the exterior of my townhouse, patio home, detached home, or to the common area of the community: If it applies, include dimensions, shapes, the color-specific location, and a list of materials to be used. Extra pages related to the details of the project, including a sketch, may be attached to this form.

Change(s) Requested: _____

Reason for changes: _____

The work will be done by _____

All contractors must provide the Association with a certificate of general liability insurance and a certificate of workers' compensation insurance, with the homeowner listed as the certificate holder.

Projected project starting date _____; completion date _____

I understand that it is my responsibility to obtain any governmental permits that may be necessary for this work. **I understand that the Association reserves the right to inspect the completed work and/or revoke the variance if the results do not meet the approved submission.**

Indicate any future maintenance required by the Association: _____

Homeowner Signature _____ Date Submitted _____

Mail Form To: Stony Point Homeowners Association or email to variances@kenrickfirst.com.

c/o Kenrick Corporation
3495 Winton Rd. Suite D-4
Rochester, NY 14623

Board of Directors Action

_____ Approved Authorized Signature _____ Date _____

_____ Denied

Comments _____

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: _____

Latest completion date after which any approval is automatically revoked, and a new variance is required _____

Date that resident notified Property Management Company the work has been completed _____

Date of compliance/completion inspection _____