

## Variance Procedures for Owner

### Summit at Woodcliff Association

1. Owner obtains a variance form from Kenrick Corporation
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner complete variance form including:
  - a. Full description of modification including style, color, materials - please read the variance guidelines information carefully for any specific details required for certain types of variance requests.
  - b. Contractor's name & contact information
  - c. On 2<sup>nd</sup> page of variance, check boxes 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. Summit at Woodcliff 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 variance & all required documents are received, Kenrick Corporation will submit variance to Board of Directors for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & variance is signed by the Board of Directors the owner will be notified of the Board's decision.
8. Work is to be completed within 30 days of 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)



# The Summit at Woodcliff

## Variance Request Form

Please give 30 days for review and decision by Board of Directors

### Submission of Plans to the Board of Directors.

Homeowner:

Mailing Address:

City, State, Zip: Fairport,  
New York 14450

Property Address

(if different than mailing address):

Phone(s):

H

C

Email address:

Date Submitted:

Date Received by BOD:

In accordance with The Summit at Woodcliff covenants, easements, charges, and liens (“declaration”) and the HOA rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

Is this an amendment to a previous request? \_\_\_\_\_. If yes, the approximate date of previous request: \_\_\_\_\_. I understand that under the declaration and the rules and regulations, the Board of Directors 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 Summit at Woodcliff, its Board of Directors, & its agent and the committee have no responsibility with respect to such compliance and that the Board of Directors 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.

**The Summit at Woodcliff**

**Variance Request Form**

**Please give 30 days for review and decision by Board of Directors**

- 8. I understand that a decision by the Board of Directors 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, tear sheet, proposal, pamphlet)
  - \_\_\_ D). A copy of an insurance certificate from the contractor listing **General Liability and Workers Compensation Insurance** coverage in effect at this time. Homeowner, property and Kenrick is to be named as an additional insured.

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

**Action Taken by Board of Directors**

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.

\_\_\_\_\_  
Signature of Board of Director

\_\_\_\_\_  
Date