

Variance Procedures for Owner

Villas at Churchville

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 2nd 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.** *The certificate holder* should be listed under the homeowner name and address.
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.
6. Once the variance & all required documents are received, Kenrick Corporation will submit variance to Sponsor/Board of Directors for review. The Sponsor/Board has up to 30 days to review and make a decision.
7. Once a decision is made & the variance is signed by the Sponsor/Board of Directors the owner will be notified of the 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 fax 585-424-1553
www.kenrickfirst.com

Villas at Churchville Homeowners Association, Inc.

Variance Request Form

**Please give 30 days for review and decision by Sponsor / Board Submission of Plans to the
Sponsor/Board of Directors.**

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 BOD:

In accordance with Villas at Churchville HOA covenants, easements, charges, and liens (“declaration & by-laws”) and the association 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 Sponsor/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/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 workmanlike 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 Villas at Churchville HOA, its Sponsor/Board of Directors, its agent and the committee have no responsibility with respect to such compliance and that the Sponsor /Board of Directors or its designated committee’s approval of this request shall not be

Villas at Churchville Homeowners Association, Inc. Variance
Request Form

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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 Sponsor/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 Items that 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. Brochures, tear sheets, 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 Signature: _____

Return completed Variance Form via mail to Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623, via fax to Kenrick Corporation at 585-424-1553 or email to variances@kenrickfirst.com.

Action Taken by Sponsor/Board of Directors

Date of Action: _____

_____ Approved as Requested

_____ Approved with the Following Exceptions:

_____ Disapproved Based on The Following:

Signature of Sponsor / Board

Date

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