

Variance Procedures for Owner

Villas at Coldwater A

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. Villas at Coldwater A 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 you, the Homeowner, the Condo Association and Kenrick Corporation to be listed as "additionally insured" along with the job description in the Description of Operations.
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 Board of Managers for review. The Board has up to 30 days to review and make a decision.
7. Once a decision is made & the variance is signed by the Board of Managers the owner will be notified of the Board's 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
www.kenrickfirst.com

Villas at Coldwater Condominium A

Variance Request Form

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

- 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.**
 - ___ E). **Homeowner is listed as the certificate holder, the homeowner, the Condo association and Kenrick Corporation should be listed as additionally insured on the contractor's insurance form.**

Homeowner Signature: _____ **Date** _____

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

Action Taken by Board of Managers

_____ Approved as Requested

_____ Approved with the Following Exceptions:

_____ Disapproved Based on The Following:

This change and the maintenance thereof will _____ will not _____ become the financial responsibility of the Homeowner.

If the CONDO 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.

Signature of VCWA Board President

Date