

Variance Procedures for Owner

Villas at Coldwater B

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. If this is for landscaping, please indicate the type of plant, how many, and where in relation to the home the planting will be done.
 - 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. Contractors WITHOUT workers compensation insurance will not be allowed to do work at Villas at Coldwater B. The certificate holder should be listed as Villas at Coldwater B and the mailing address c/o Kenrick Corporation 3495 Winton Place D4, Rochester, NY 14623.**
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 Amy Moon or via email to amoon@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 fax 585-424-1553
www.kenrickfirst.com