

Variance Procedures for Owner

Villas at Fieldstone HOA

1. Owner obtain a variance form from Kenrick Corporation
2. Owner obtain proposal/estimate/quote from fully insured contractor
3. Owner complete variance form including:
 - a. Full description of modification including style, color, materials
 - i. *Note for storm doors: The only approved styles for storm doors are full or ¾ view glass doors. Doors may be self-storing as long as they do not differ radically in appearance from the approved full or ¾ view door.*
 - ii. *Note for Home Generator Systems: Please contact Kenrick for an additional form that is needed if you want to install a generator system.*
 - b. Contractor's name & contact information
 - c. On 2nd 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.** *Villas at Fieldstone HOA and Kenrick must be indicated as additionally insured and this can be written in the description of operations box on the certificate of liability insurance and indicated in the additionally insured column next to general liability, and the certificate holder on the insurance certificates should be listed as the homeowner.*
4. Owner sign 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 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 within 5 working/business days.
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 fax 585-424-1553
www.kenrickfirst.com