

## Variance Procedures for Owner

### Willow Point HOA

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 2<sup>nd</sup> 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. Willow Point 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 variances by email at [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com), including proposal, estimate/quote, & insurance certificates.
6. Once the 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 & the 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 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](http://www.kenrickfirst.com)



## **Willow Point HOA Variance Request Form**

Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone(s) H: \_\_\_\_\_ W: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Submitted \_\_\_\_\_ Date Received by BOD \_\_\_\_\_

In accordance with Willow Point HOA covenants, easements, charges, and liens (“declaration”) and the condominium/association’s rules and regulations, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

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Is this an amendment to a previous request? \_\_\_\_\_ If yes, approximate date of previous request: \_\_\_\_\_ I understand that under the declaration, by-laws and the rules and regulations, the board 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 Willow Point HOA, 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.

- 8. I understand that a decision by the committee is not final and that the Board of Directors may reverse or modify a decision by the committee upon the written application of any owner made to the Board of Directors within thirty (30) days after the committee makes its decision.
- 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:

Please Include All Items and Place a Check Mark Indicating Which Items are Included

- A) A detailed drawing (to scale) or blueprint of my plans
- B) A copy of my 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. ie: brochures, cut sheets.
- D) A copy of an insurance certificate from my contractor listing General Liability and Workers Compensation Insurance coverage in effect at this time.

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

*Return completed Variance Form to Kenrick Corporation, 3495 Winton Place, D-4, Rochester, NY 14623 or email to [variances@kenrickfirst.com](mailto:variances@kenrickfirst.com)*

**Action Taken by Board President or Architectural Committee**

Date of Action: \_\_\_\_\_

\_\_\_\_\_ Approved as Requested

\_\_\_\_\_ Approved with the Following Exceptions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Disapproved Based on The Following:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Board President or Committee Chairman

Any work not started on or before \_\_\_\_\_ is not approved and later construction must be subject to re-submittal to the Board of Directors.