

## Variance Procedures for Owner

### Wood Creek HOA

1. Owner obtains a variance form from Kenrick Corporation website
2. Owner obtains proposal/estimate/quote from fully insured contractor
3. Owner completes variance form including:
  - a. Full description of modification including style, color, materials - please read the variance guidelines information carefully for any specific details required for certain types of variance requests.
  - b. Contractor's name & contact information.
  - c. On 2<sup>nd</sup> 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. Wood Creek 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 to be listed as "additionally insured" along with the job description in the Description of Operations.***
4. Owner signs 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](mailto: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.
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](http://www.kenrickfirst.com)



**FOR REQUEST TO HIRE CONTRACTOR FOR THE FOLLOWING EXTERIOR SERVICES-WINDOW WASHING, DECK CLEANING AND SIDEWALK CLEANING-VARIANCE REQUESTS ARE STILL NEEDED WITH BELOW PROVISIONS:**

1. No approval from a neighbor is needed.
2. Kenrick Administrative Assistant emails complete variance request to the appropriate board/committee member for a decision.
3. Turnaround time, once the paperwork is approved, should be limited to no more than 48 hours.

**Wood Creek Variance Request**

Date received by Kenrick Corp. \_\_\_\_\_

**Requested by (please print):**

Name: \_\_\_\_\_

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

Phone : \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

(In the event of an emergency request, contact the Property Manager at 585-424-1540.)

**Your variance must be received 12 days prior to the monthly Board meeting**

(3<sup>rd</sup> Thursday of each month).

In accordance with the Wood Creek Declaration, By Laws, and Policies, I request your consent to make the following changes, alterations, renovations, additions and/or removals to my unit:

(Please print & give details as to specific materials & colors to be used, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If appropriate, attach a sketch of proposed changes. Use the back of this form for additional space.)

Contractor/company who will perform work: \_\_\_\_\_

Insurance expiration date \_\_\_\_\_

**Contractor's certificates of general liability and workers' compensation insurance must be attached for approval\***

**\*(The homeowner should be listed as the certificate holder)**

**I understand and agree to the following provisions:**

- Owner will abide by approval conditions and begin work only after written approval is received from the board of directors. No new changes will made to the owner's request (contractor, materials, etc.) without additional board approval.
- Owner will assume all cost for work unless otherwise agreed upon and in writing from the board.

- Owners planting shrubs must comply with the *Approved Plantings* list on pg. 4
- All future maintenance & expenses relating to work will be paid by the current owner and future owners of the unit. Should an owner be remiss in their obligation, the HOA will perform maintenance/removal responsibilities at the owner's expense.
- Owner will assume liability and be responsible for injury to self or others.
- Owner will comply with local/state/federal government regulations/requirements (permits, approvals, etc.) Wood Creek, its board of directors, the property manager, and the committee have no responsibility with respect to such compliance.
- Owner will submit a copy of the approved building permit from the Town of Pittsford to Kenrick Corporation.

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

Date: \_\_\_\_\_

**(Complete Awareness Form that follows if your variance affects common ground areas or your neighbors. See pg. 3.)**

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

\*\*\*\*\*

**For Board of Directors' Use**

\_\_\_\_\_ Approved    \_\_\_\_\_ \*Approved with Conditions    \_\_\_\_\_ Disapproved

Completion date by \_\_\_\_\_ (insurance expiration date **or** up to one year...insurance can be resubmitted if it expires within a year.)

\*Conditions/responsibilities or reason for disapproval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This change and maintenance will \_\_\_\_\_ will not \_\_\_\_\_ become the financial responsibility of the homeowner. If HOA assumes costs, state amount & explain reason:

\_\_\_\_\_

\_\_\_\_\_

Signature of Board member: \_\_\_\_\_ Date: \_\_\_\_\_

## **Wood Creek Variance Awareness Form**

(The signatures of your **two** next-door neighbors are generally necessary. If work is being done in the back of your home, it may be more appropriate to get the signatures of the two closest neighbors across from you who have view of the work.)

**Owner's Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Neighbor's Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I have reviewed the plans and specifications for my neighbor's proposed changes/improvements. My comments are noted below.

\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_

**Neighbor's Name:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I have reviewed the plans and specifications for my neighbor's proposed changes/improvements. My comments are noted below.

\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_

## Approved Plantings

All shrubs and trees on the property should be professionally planted. They should be **winter hardy**, require **minimum maintenance**, and be **appropriately sized** for their location. **Perennials, such as Hydrangeas, Hostas, etc., are not included on this list but can be requested by homeowners. All shrubs, trees & perennial plantings require an approved variance prior to planting.**

**Shrubs**-Consider size & sun exposure  
(**Potentillas, Barberry, Euonymus and Cotoneaster or Viburnum**)

**Either side of garage door (front)-NO Perennials in this location**

- Boxwoods-Green Velvet
- Boxwood-Baby Gem-Pyramid shape (4')
- Yews-Browni

**Along side of garage (by sidewalk)-NO Perennials in this location**

- Boxwoods-Green Velvet
- Yews-Browni
- Dwarf Green Globe Arborvitae (2'-4')

**Courtyard Shrubs & Alcove** (area closest to front door & back of garage)

- Boxwoods-Green Velvet
- Yews-Browni
- Rhododendrons
- Dwarf Rose of Sharon-Pollypetite or Lil Kim (3'-4') (only alcove behind garage)
- Dwarf Cyprus
- Dwarf Norway Spruce-Little Gem
- Dwarf Green Globe Arborvitae (2'-4')
- Azaleas

**Trees**-Consider size & sun exposure (**No Junipers**)  
(**No Crabapples-messy**)

**Courtyard Trees** (Dwarf & small trees up to approx. 10' in height)

- Dwarf Hydrangea Tree-Limelight(4'-6')
- Dwarf Korean Lilac, Bloomerang (5'-6')
- Dwarf Japanese Maple-Tamukeyama (6'-10')
- Emerald Green Arborvitae (Dwarf preferred) close to front of house or front door **only-not along garage** (6'-12' or keep trimmed to size)