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 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. 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 employes.
    e. Along with any insurance certificate we require the homeowner to be listed as the certificate holder. Additionally, we require you, the homeowner, the HOA andn Kenrick Corporation 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**
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
www.kenrickfirst.com

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/07/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Organization Name Street Address City State, Zip	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : XXX Insurance Company	XXXXX
INSURER B : XXX Insurance Company	XXXXX
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Organization Name and address

COVERAGES **CERTIFICATE NUMBER:** 2020 Liab **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	X This box must be marked Yes or X					EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] Y **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Homeowner name here, Wood Creek HOA, Kenrick Corporation all named as Additional Insureds in regard to general liability.

Regarding: Homeowner Name, Association Street Address, City, NY Zip Code

CERTIFICATE HOLDER

Homeowner Name
Association Street Address
City, State, Zip

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SAMPLE

© 1988-2015 ACORD CORPORATION. All rights reserved.

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
(3rd 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. If you would like something not listed, please inquire if it meets our requirements.
- 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

****

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 Plant List 2026

Courtyard, & Tree Plantings by HOA (Includes community beds)
(**NO** Potentillas, Barberry, Euonymus and Cotoneaster or Viburnum)

Courtyard Shrubs (Best by garage/sidewalk) Year round green for attractiveness!
(Consider reducing number of shrubs on side of garage)

- Dwarf Yews-Stonehenge (Taxus) (3'-4') full sun/full shade (**NO** Japanese Plum)
- Japanese Holly (Green Helleri) (4'-5')
- Dwarf Green Globe Arborvitae-Hetz Midget (2'-4'), Anna's Magic Ball-Golden Color & Mr Bowling Ball-Blue/Green Color (2'-3')

Courtyard Shrubs (Bed Area in Front of Unit & Alcove) ***Include shrubs above**
(Easy maintenance & landscaper trimming)

- Dwarf Norway Spruce-Little Gem (3'-4')
- Dwarf Cyprus-Hinoki or Gold Mop (2'-5')
- Dwarf Rose of Sharon-Pollypetite/Lil Kim (3'-4')
- Rhododendrons (3') part sun **(NO** Bubblegum PJM)
- Juniper Blue Star (2'-3') full sun
- Dwarf Azaleas (2'-3') part sun

Courtyard Ornamental Trees (Bed areas in front of unit-not in alcove)
(**NO** Junipers or Crabapples-messy near walkways, driveways, etc.)

- Dwarf Hydrangea Tree-Limelight (4'-6')
- Dwarf Korean Lilac (5'-6')
- Dwarf Japanese Maple-Tamukeyama-**NO** hot sun (6'-10' & 8'-12'w)
- Dwarf Emerald Green Arborvitae (6'x2') by front door

Street & Property Trees

Consider eliminating trees in grass areas near unit walkways & garages to eliminate limbs on roof & gutter issues.

Street Trees (Keep to approx. 30') Small flowering trees will be more beautiful in spring. There are fewer issues (roots, gutters, etc.) and are more easily maintained, less expensively trimmed/replaced and make the community appear younger!

- Kwanzan Cherry Tree (25'-30') pink flowers
- Eastern Redbud (25'-30') pink flowers
- Japanese Lilac (20'-30') white flowers
- Kousa Dogwood Tree (20'-30') white flowers

Property Trees-For larger, open yard areas.
(**NO** Pear, Linden Ash, River Birch, Austrian Pines)
Hemlock, Canadian - Emerald Fountain (6'-10')
State Street Maple (35'-40')
Black Hills Spruce (30'-40')
Concolor Fir (40'-60')-dense & great for privacy

Dwarf Hinoki Cypress



Dwarf Globe Arborvitae Hetz Midget

(Gold & Blue/Green Varieties Available)



Dwarf Norway Spruce



Dwarf Stonehenge Yew



Japanese Holly-Green Helleri

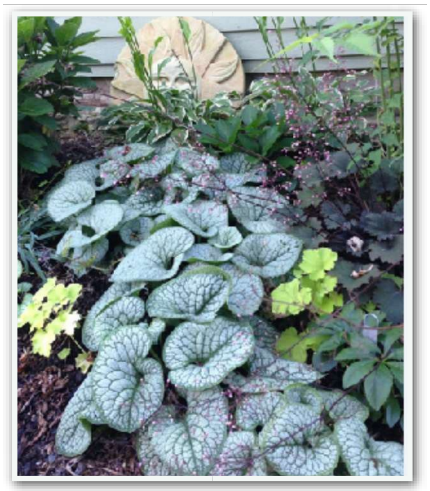


Perennial Plantings by Owners-Variance req'd

Planting in bed areas only. **Owner to assume cost & all maintenance.**

- Dwarf Hydrangea-varieties (2'-3')
- Hosta-Dwarf & medium size varieties (up to 2 ft.)
- Brunnera-Sea Heart- part to full shade (6"-12") Produces blue spring flowers.
- Pulmonaria-Shrimp on the Barbie-part to full shade (8"-10")
- Japanese Painted Fern-Athyrium & Godzilla part sun to full shade (up to 3')
- Seasonal perennials
- Russian Sage Denim and Lace-sun (2'-3')
- Lavender -sun (1'-3')
- Salvia varieties-sun (1'-3')

(Annual flowers don't require a variance but **owners must maintain**.)



Brunnera-Sea Heart



Pulmonaria-Shrimp on the Barbie



Godzilla Japanese Painted Fern