

# KEEP FOR REFERENCE



<b>Alexander Court Association, Inc.</b>		
<b>Service Requests</b> M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of <b>Alexander Court Association, Inc.</b>	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 Email: <a href="mailto:manderson@kenrickfirst.com">manderson@kenrickfirst.com</a>
<b>After Hours &amp; Emergency Service</b>	Non-emergency concerns	Please call 585-424-1540, and leave your name, unit #, property name, telephone #, and request/concern with answering service.  <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	For fire, police, or ambulance disturbances	<b>Call 911, THEN</b> call... Kenrick answering service at 585-424-1540.
<b>Refuse/Recycling</b>	Pick-up day is <b>Wednesday</b> . Covered containers are supplied by refuse company. Bulk refuse also picked up on Wednesday.	Refuse company: City of Rochester Phone: 311 or 585-428-5990
	To arrange for special pick-up before next scheduled refuse date.	Contact: City of Rochester Phone: 585-428-6228
<b>Assessment Payments</b>	Payments due on the 1 <sup>st</sup> of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> <li>• USPS sent to the noted PO Box</li> <li>• Automatic withdrawal through Alliance Assoc. Bank</li> <li>• Pay online with a credit card</li> <li>• Set-up an automatic payment through your bank</li> </ul> <i>(see full details/instructions in your Welcome Packet)</i>
<b>Late Fee</b>	Late fee added after the 15 <sup>th</sup> of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: <b>Cincinnati Insurance / USI</b> Insurance Agent: <b>Nancy Hofer</b> Phone: <b>585-736-5961</b> Email: <a href="mailto:Nancy.Hofer@USI.com">Nancy.Hofer@USI.com</a>
	For Certificates of Insurance	<a href="mailto:Nancy.Hofer@USI.com">Nancy.Hofer@USI.com</a>
<b>Personal Insurance</b>	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
<b>Exterior/Structural Modifications</b> (Variances)	A Variance Form must be submitted and approved by the Board <b>prior</b> to the start of work. A copy was included in your Welcome Packet for your convenience.	<b>All contractors MUST carry general liability AND workers' compensation insurance to work on Alexander Court Association, Inc property.</b>
<b>Property Management</b>	<b>Kenrick Corporation</b> 3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	<b>Portfolio Manager: Cheryl Gioia</b> Email: <a href="mailto:cgioia@kenrickfirst.com">cgioia@kenrickfirst.com</a> Phone: 585-424-1540 Fax: 585-424-1553