

KEEP FOR REFERENCE



Alexander Court Association, Inc.		
Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Alexander Court Association, Inc.	Kenrick Service Coordinator: 585-424-1540 Or Send a Service Request Online to www.kenrickfirst.com
After Hours & Emergency Service	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	Call 911, THEN call... Kenrick answering service at 585-424-1540.
Refuse/Recycling	Pick-up day is Wednesday . 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
Assessment Payments	Payments due on the 1 st of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> • USPS sent to the noted PO Box • Automatic withdrawal through Alliance Assoc. Bank • Pay online with a credit card • Set-up an automatic payment through your bank <i>(see full details/instructions in your Welcome Packet)</i>
Late Fee	Late fee added after the 15 th of the month	Amount: \$25.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: GNY Insurance Agent: USI-Audrey Wagner Phone: 518-514-3638 Email: Audrey.Wagner@usi.com
	For Certificates of Insurance	clrochester@usi.com
Personal Insurance	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
Exterior/Structural Modifications (Variances)	A Variance Form must be submitted and approved by the Board prior to the start of work. A copy was included in your Welcome Packet for your convenience.	All contractors MUST carry general liability AND workers' compensation insurance to work on Alexander Court Association, Inc property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Eileen Broderick Email: ebroderick@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553