

KEEP FOR REFERENCE



ARBOR RIDGE HOA

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Arbor Ridge HOA	Kenrick Service Coordinator: 585-424-1540 Submit a service request online at www.kenrickfirst.com
After Hours & Emergency Service	Non-life threatening, after hours service-related concerns	Please call 585-424-1540 and leave your name, unit #, property name, telephone #, and request/concern with the answering service. <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	For Emergencies needing fire, police, or ambulance response	Call 911 , THEN call... Kenrick answering service at 585-424-1540.
Refuse/Recycling	Pick-up day is Wednesday . Your containers can be placed at the curb for no more than 24 hours .	Refuse company: Casella Waste
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Casella to make bulk or special pick-up arrangement. Provide the following Code: 91-046260
Assessment Payments	Payments due on the 1st of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> • USPS sent to the noted PO Box • Reoccurring payment through Alliance Assoc. Bank • Pay online with a credit card • Set-up an automatic payment through your bank (see full details/instructions in your Welcome Packet)
Late Fee	Late fee added after 10th of the month	Amount: \$15.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	Lodge at 45 Sonoma - fob for entry. Contact Kenrick for details on fees for reserving for private use.
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: USI Insurance Agent: Audrey.Wagner@usi.com Phone: (518) 514-3638 Email: Audrey.Wagner@usi.com
	For Certificates of Insurance	Email: Audrey.Wagner@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 Arbor Ridge HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Erinn King Email: eking@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553