

KEEP FOR REFERENCE



Brandon Woods Homeowners Association

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Brandon Woods HOA	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: Suburban Disposal Phone:585-352-5576
	To arrange for special pick-up before next scheduled refuse date.	Contact: Suburban Disposal Phone: 585-352-5576 Acct # 55121-000
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 30th of the month	Amount: \$10.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Association Insurance Master Policy	Association insurance cover's liability for the common area.	Insurance Company: Philadelphia Indemnity Insurance Insurance Agent: USI-Audrey Wagner Phone: 518-514-3638 Email: Audrey.Wagner@usi.com
	For Certificates of Insurance	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. Forms are available on the property web page on the Kenrick web site at www.kenrickfirst.com	All contractors MUST carry general liability AND workers' compensation insurance to work on Association property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Miles McGregor Email: mmcgregor@kenrickfirst.com Phone: 585-424-1540