

KEEP FOR REFERENCE



Bristol Harbour Condominium I

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Bristol Harbour Condominium I	Submit a service request online at www.kenrickfirst.com Or call 585-424-1540
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 Immediately
Refuse/Recycling	There is a refuse drop off located at each building. Recycling is available at the BHVA trash room.	Large amounts of trash, or trash from construction projects, need to be taken to the Town of South Bristol Transfer Facility. Read the South Bristol Transfer Facility Information sheet for more information. For bulk pick-up contact Casella at 228-5526.
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 • 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 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: Quinton Insurance Insurance Agent: Gordon Quinton Phone: (585) 388-9530 Email: certs@quintoninsurance.com
	For Certificates of Insurance	Email: meagan@quintoninsurance.com
Personal Insurance	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
Interior Modifications (Construction Requests)	Construction Request must be approved by the Board prior to the commencement of work. Construction is not allowed between Memorial Day and Labor Day	All contractors MUST carry general liability AND workers' compensation insurance to work on Bristol Harbour Condominium I property.
Kenrick Office	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	585-424-1540 585-424-1553 fax
Condominium I On-Site Manager	Meetings with Site Manager are by appointment only	On-Site Manager: Andy Morey amorey@kenrickfirst.com
Bristol Harbour Marina	Jeremy & Cathy Fields	sales@bristolharbourmarina.com or 585-789-0015