

KEEP FOR REFERENCE



Bristol Harbour Village Association

Service Requests M-F (8:30am-4pm)	Repairs to <i>common elements</i> are responsibility of BHVA	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. If an emergency, the answering service will alert Site Superintendent and Portfolio Manager. <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	Trash is picked up bi-weekly. Please contact Casella at (315) 781-6500 to arrange for special pick-ups. 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.
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: USI Insurance Services LLC Insurance Agent: Audrey Wagner Phone: (518) 514-3638 Email: audrey.wagner@usi.com
	For Certificates of Insurance	Email: clrochester@usi.com
Personal Insurance	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
Construction, Remodeling & Exterior Modifications (Variances)	Variances must be accepted by the Environmental Committee, subject to Board approval, prior to the commencement of work.	All contractors MUST carry general liability AND workers' compensation insurance to work on BHVA property.
Kenrick Office	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	585-424-1540 585-424-1553 fax
Portfolio Manager	Please call for an appointment- 585-424-1540	Anita Smith- asmith@kenrickfirst.com
On-Site Superintendent	Meeting with Site Superintendent is by appointment only.	McKinley (Mac) Wolfe – mwolfe@kenrickfirst.com