

CAPRON STREET LOFTS CONDOMINIUM



UNIT OWNER REFERENCE GUIDE

February 2022

Dear Fellow Unit Owner,

This guide is intended to be a resource for your use in addressing topics that impact your day-to-day living here at Capron. Though it is not a substitute for the Bylaws, Declaration and Rules and Regulations that govern the Condominium, we hope that the information contained in the pages that follow is helpful to you and that you will refer to it often.

As you know, Kenrick Corporation provides property management services for the Condominium. Our Property Manager is Barry Smith and he can be reached by phone (585-424-1540 x110) or e-mail (bsmith@kenrickfirst.com). Our Administrative Assistant is Charlene Luffman, and she can be reached by phone (585-424-1540 x115) or email (cluffman@kenrickfirst.com).

Sincerely,

The Capron Street Lofts Condominium Board of Managers

Michael Burns, President
Julian Smith, Vice President and Secretary
Annette Cucchiara, Treasurer
John DelMonte, At-Large Member
Brian Wood, At-Large Member

Building Access and Security

Upon purchase, you should have received from the previous owner keys for your unit and mailbox, as well as fobs for the building entry system at the front and back doors (the same fob opens both doors), and a key for the interior doors (storage room and mechanical rooms).

You will need to contact our Administrative Assistant, Charlene Luffman, at 585-424-1540 or email her at cluffman@kenrickfirst.com to make sure that your fobs are updated in the system. The building entry system also allows you to unlock the door for yourself or visitors to your unit by using an app on your smartphone. Instructions for using the app are included with this reference guide. If you would like to enable this feature and also to obtain replacement fobs for a cost of \$25/each, please contact Charlene.

To ensure the security of the building, ***please do not prop open a door and leave it unattended at any time.***

Complaints

As noted in the Rules and Regulations, complaints regarding building services should be submitted to Kenrick online. Please go to <https://kenrickfirst.com/capron-street-lofts-condo/> and choose Register for an Account next to the yellow Login button. Once registered, you will be able to track any requests you submit through the ticket system. You may submit a Service Request by choosing Submit Service Request at the top of the webpage. Requests are overseen by the Service Coordinator, Michele, Anderson, who will consult with our Property Manager and Board as needed in formulating an appropriate response.

Contact Information

In order that you receive all Unit Owner correspondence in a timely fashion and so that you can be reached in the event there is a need to do so, please ensure that our Administrative Assistant has up-to-date contact information on file for your unit, including:

- Names and preferred telephone numbers for you and anyone residing with you,
- Preferred email addresses at which you and those residing with you wish to receive Condominium-related communications, and
- The individual(s) designated to be contacted in an emergency involving your unit or the building should you be unavailable.

Please note that e-mail and, where urgent, text message blast, will be used as the primary method of disseminating information to Unit Owners.

Contacting the Board of Managers

The Board of Managers considers it a privilege to represent the Unit Owners and is grateful for your confidence in us. As this is a volunteer role, please note the following:

- Contacting the Board should initially be done through our Property Manager, without exception. He will log your request, pass it along to the Board and track it to ensure that it receives a timely response.
- The Board is not available to respond directly to unit owner requests during normal business hours, weekends or holidays. However, upon receiving your correspondence, ***we are committed to responding within one business day.***

Dry Cleaning Valet Service

Dry cleaning valet service is available on a weekly basis through Colony Dry Cleaners. To learn more, please visit www.colonydrycleaners.com or call 585-512-8970.

Fire Doors

As noted in the Rules and Regulations, the fire doors on all floors must remain closed at all times for fire safety reasons and accordingly, ***must not be propped open at any time.***

Garage Access

Units that own a garage parking space access the garage using a commercially available garage door opener. If a replacement is needed, the Unit Owner must purchase a replacement at their own expense. To program a new opener, press inside code tabs 1, 3, 7, 9. Openers may be purchased from Felucca Door 585-467-2391 or directly from <https://www.movingupgaragedoors.com>. The model information you will need to know when ordering online is Raynor Power Hoist.

High Speed Internet

High speed internet provided by Greenlight Networks is available in all units and is paid for along with your monthly common charges. Technical support is available by contacting Greenlight at support@greenlightnetworks.com. The connection for each unit is located within the unit and in many cases, in the same overhead area as the air handling equipment for the unit.

HVAC Maintenance

Maintenance and repair of HVAC systems are the responsibility of individual unit owners. Each unit owner needs to submit an annual boiler system inspection report by a professional technician to Kenrick by December 16 of each year. For your convenience, JJB Mechanical (585) 510-5355, Kenron Industrial (585) 442-5600, Isaac Heating (585) 546-1400, and Ryan Heating (585) 232-5555 are options used by others in the building.

Insurance

A certificate of insurance concerning the Condominium's insurance policy may be requested from time-to-time by, among others, your mortgage lender. You can obtain this information directly by contacting USI Insurance Services (insurance company: Cincinnati Insurance) at 585-736-5940.

Leasing Your Unit

During your time here at Capron, it is possible that you may decide to lease your unit. To ensure the stability of our community, please note the following:

- At no time shall there be more than 4 units leased at the same time.
- Leases and subsequent renewals must be at least one year in duration.
- All lease agreements are subject to review by the Board of Managers prior to execution.

- All tenants are the responsibility of the Unit Owner and accordingly, it is the Unit Owner's responsibility to educate their tenants regarding compliance with the Declaration, Bylaws and Rules and Regulations in the same manner as would be expected of the Unit Owner.
- All tenant contact information must be provided to our Administrative Assistant so that it is on record in the event that it is needed.
- It is the Unit Owner's responsibility to pass along all Condominium-related communication to their tenants, unless specific instruction is given that the tenant(s) are to be added to the Condominium distribution list.

Noise Ordinance

As noted in the Rules and Regulations, the City of Rochester's noise ordinance applies to our building and prohibits noise that creates a noise or disturbance for other Unit Owners between the hours of 10pm and 8am. ***Any complaints regarding noise disturbances should be directed to our Property Manager, not the Board, for appropriate disposition.***

Package Delivery

Packages delivered by UPS and FedEx will generally be left in the area outside of the mailboxes as both services have a fob to access the building. Regarding Amazon, please note a number where you can be reached to provide remote access to the building via the Sonitrol app.

Parking - Designated Areas

In addition to the parking spaces assigned to each unit owner in the garage and/or covered parking lot:

- The parking lot immediately behind the building is leased from Excellus for use by Capron residents and guests from 6pm-8am on weekdays and all day on weekends and holidays (i.e. Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and New Year's Day). Each unit has been allotted one opener for the lot. To ensure continued compliance with the lease agreement, ***please DO NOT leave vehicles parked in this lot outside of the aforementioned time periods.***
- The snow removal area, located directly inside of the covered parking lot entry gate, may be used by residents or guests on a first come, first serve basis ***from 8am-6pm on weekdays ONLY.*** This area should not be used when snow is either anticipated or when a pile of snow is present. In the event access to that area is needed by our snowplow provider and a vehicle is obstructing, the vehicle will be towed and can be retrieved at the owner's expense by calling the towing company indicated on the signage in the covered parking lot.
- The parking available in front of the building is available to the general public and is subject to City of Rochester guidelines and pricing. Please see the signage posted on the adjacent pay meters for more details.
- The loading area immediately behind the building is available on a first come, first serve basis by entities such as movers and repair technicians providing service to a resident of the building or when temporary parking is needed by a resident to conveniently transport an item into the building. ***In no instance can that area be used by residents or their guests for vehicle parking.***

Parking – Availability of Garage or Covered Outdoor Spaces for Purchase

All parking spaces in the garage and covered outdoor parking lot are currently held by Unit Owners. Anyone interested in purchasing a parking space in either one of these locations must contact a Unit Owner directly. In the event that a private transaction is completed, please notify our Administrative Assistant with the number and location of the transacted parking space.

Parking – Illegally Parked Vehicles Obstructing Garage

Even if obstructing the garage, the private towing company engaged by the Condo cannot tow a vehicle from a public street. Accordingly, either 311 or 911 should be called as determined appropriate by the affected Unit Owner or their tenant.

Pets

Pets are welcome members of our Capron community but in accordance with our Declaration, please note the following:

- ***A Unit Owner (or their tenant) may own no more than one (1) dog and two (2) cats at a given time, and***
- ***All dogs require Board pre-approval*** to ensure that the breed is suitable for a multi-family building; accordingly, third-party research (i.e. simple article or online source) attesting to the suitability of the breed for this circumstance should be provided.
- To provide this information to the Board, please contact our Administrative Assistant. The Board will then provide a written response within 10 calendar days indicating whether it has elected to grant approval.

Refuse and Recycling Pickup

Refuse and recycling service is provided by Casella and occurs weekly on Mondays. ***This service does not cover the pickup of large items*** (i.e. furniture, appliances); accordingly, financial and logistical arrangements to pick up those items must be made directly by the Unit Owner with Casella by calling 585-288-5526.

Recycling is single stream and as such, ***recyclables should be dumped directly in the toters marked for that purpose and should not be placed there in a plastic bag.*** Guidelines for recycling follow below and in particular, ***it is imperative that all cardboard boxes be broken down prior to placement in the toters to maximize capacity. Under no circumstances should items be left outside of the toters.***

Accepted items are as follows:

- ***Paper/Cardboard***
 - Brown paper bags
 - Newspapers, magazines and catalogs
 - Corrugated cardboard
 - Paperboard food boxes, tissue boxes and other paper packaging
 - Pizza boxes (with no food remains in box)
 - Gift wrap and greeting cards
 - Junk mail (including windowed envelopes)

- All office/writing/notebook paper
- Shredded paper (bagged in a paper bag)
- Phone books
- Hardcover and softcover books
- ***Plastic/Glass/Metal***
 - Aluminum/tin food and beverage containers
 - Clear/brown/green glass food and beverage containers
 - Empty aerosol cans
 - No. 1-7 (and unlabeled) plastics, including lids and caps
 - Juice/milk cartons and other gable-top cartons
 - Pots/pans/utensils
 - Aluminum foilware
 - CD/DVD cases
- ***Other Items***
 - Plastic bags and plastic films should not be placed in with your recycling and can be disposed of at any store that provides plastic carryout bags (i.e. Wegmans). See www.dec.ny.gov/chemical/50063.html for more details about recycling such items.
 - Large quantities of cardboard or other recyclables should be taken to the Monroe County EcoPark (www.monroecounty.gov/ecopark/), located 15 minutes away near the Airport.
 - In addition to all the normal recyclables, the EcoPark takes packing styrofoam, electronics, batteries, CFL bulbs, printer cartridges and much more. See www.monroecounty.gov/ecopark/ for more details.

Rooftop Deck – Etiquette, Reservations and Use by Outside Organizations

Etiquette

A rooftop deck is available for the enjoyment of all residents and their invited guests.

To ensure everyone's ability to enjoy the rooftop deck to the fullest extent possible, please be sure to:

- Clean up after yourself and your party by leaving NO trash or debris behind.
- Bring your own grilling utensils.
- Clean the grill racks using the brushes provided.
- Place the cover securely on the grill once it has had a chance to cool down.
- Ensure that all tables and chairs are arranged in an orderly manner.

Reservations

From time to time, residents may desire to host a larger gathering of invited guests using the rooftop deck. This can be done for no charge; however, gatherings of 20 or more persons require approval by the Board of Managers no less than two weeks in advance of the gathering. To facilitate your approval request, please contact our Administrative Assistant. Please note that while your reservation will assure your ability to use the roof during the time period requested, your reservation is not exclusive, meaning that it is possible that individual residents may also use the rooftop deck at the same time.

Use by Outside Organizations

Given the panoramic views of the City that our rooftop deck offers, outside organizations sometimes express interest in using the space to shoot photos, commercials, etc. If you are approached for this purpose, **Board approval is required before these activities can proceed** so please contact our Administrative Assistant accordingly as certificates of insurance and a written contract may be required. Please also note that a minimum \$250/hour fee applies for this purpose and should use occur without Board approval, the fee will be charged to your Unit Owner account.

Secured Bicycle Room

A secured bicycle room, located adjacent to the rear doors of the building, is available for use by residents on a first come, first serve basis. If you are interested in storing one or more bicycles, please contact our Administrative Assistant so that she can provide the access code for the room.

Selling Your Unit

If you've decided to sell your unit, we'll miss you, wish you the best of luck and want to help ensure that the process goes smoothly! To that end:

- Once you have entered into a sale contract for your unit, our property management company should be contacted and kept informed with regard to the anticipated closing date.
 - At the appropriate time, the following documents can be requested directly by contacting Mike DiMaggio at Kenrick (585-424-1540 x123) or by going to www.kenrickfirst.com and choosing the Closing Documents option at the top of the page: Current unit owner statement of account, current Condo financial statements, and any other documents you may need. **Buyers and sellers must each sign off on a document created by the property about guidelines for the transition before the Statement of Common Charges will be released. A copy is included at the end of this reference guide.**
 - If you plan to sell or lease your unit utilizing one or more open houses, you must contact our property management company with the name, address and phone number of the realtor or real estate agent for prior approval.
- Prior to completion of the sale, you must ensure that the buyer of your unit receives current versions of the following documents which can be ordered as part of the closing process if you have lost your copies:
 - Condominium By-Laws and Declaration
 - Condominium Rules and Regulations
- You must also ensure that you drape the moving blankets (located in the first floor mechanical room next to the mailboxes) in the elevator during your move out process and inform the buyer of your unit during the closing process to do the same when they move in.
- At no time during the move out process may any door be propped open AND left unattended for any duration of time. The same applies to the move in process for the buyer of your unit and you should ensure that this expectation is communicated during the closing process.
- Access to use the garage at any time when moving into or out of the building is

prohibited unless pre-approved by the Board of Managers. Please contact our property manager to facilitate your approval request.

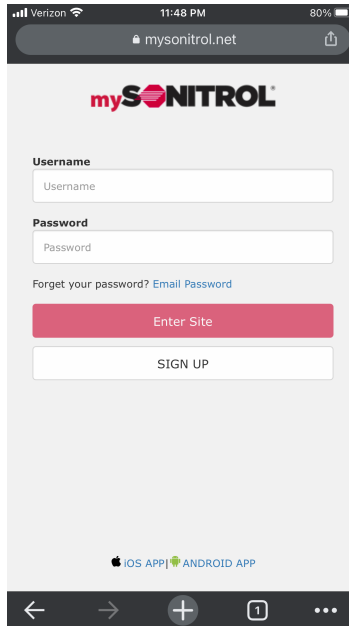
Structural Modifications to Your Unit

Any structural modifications to your unit require Board approval prior to the commencement of work. A variance request form will need to be filled out with supporting documentation (proposal with scope of work from the contractor and copies of the contractor's certificates of liability and workers comp insurance). To facilitate the approval process, please contact our Administrative Assistant.

SONITROL ENTRY SYSTEM APP STEP-BY-STEP INSTRUCTIONS

Downloading the App

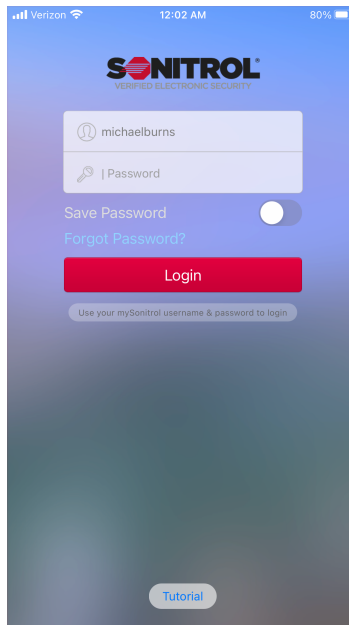
Go to mysonitrol.net, but do not log into the website



Select “iOS App” or “Android App” at the bottom of the page to download the app

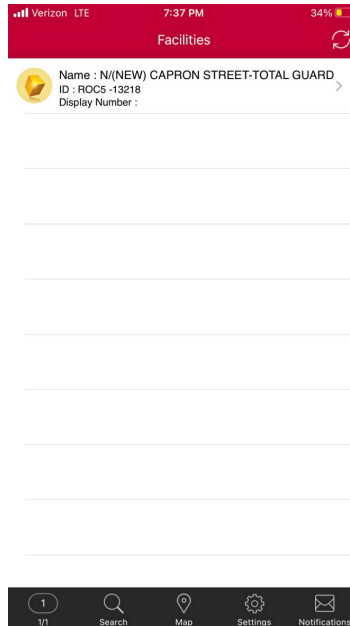
Logging In

To log in, open the app and enter the username and password sent by operations@sonitrolwny.com to the e-mail address(es) on file for your unit.

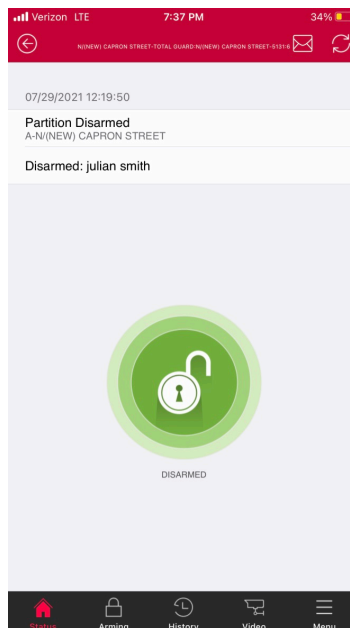


Accessing and Using the Entry System

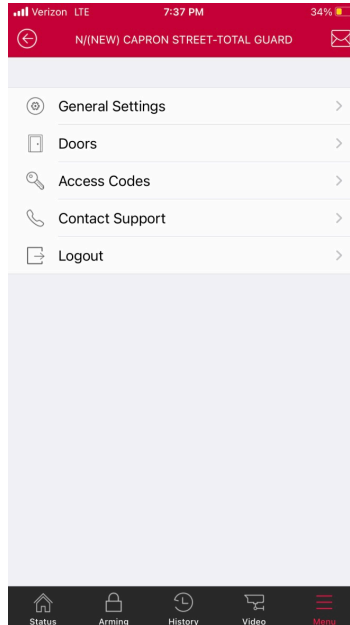
Once logged in, you will first see the “Facilities” screen. Click on “Capron Street”



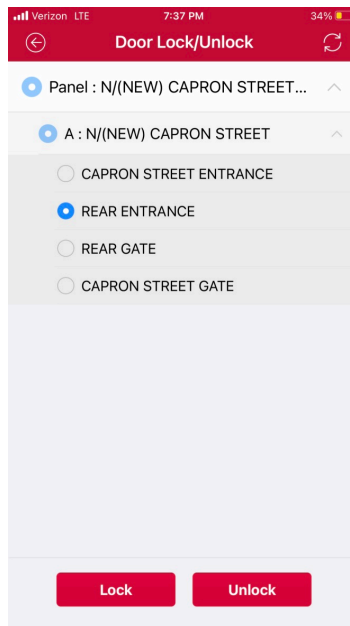
Once on the “Capron Street - ...” screen, click on “Menu” in the bottom right-hand corner



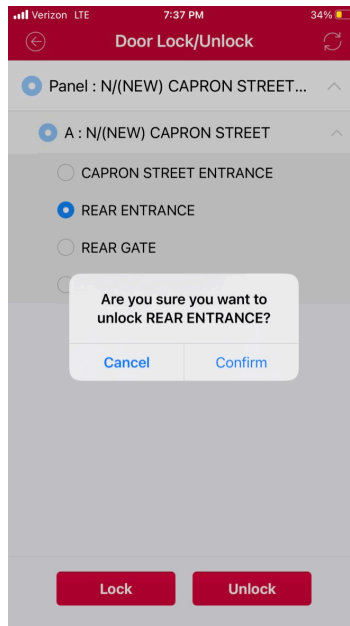
Then click on “Doors”



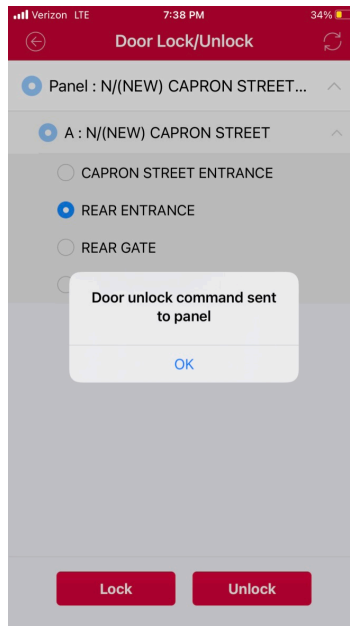
Next, select the entrance or gate that you wish to open and select “Unlock”



After selecting the entrance or gate you wish to unlock, you will be asked to confirm your selection...assuming you wish to do so, select “Confirm”



After confirming your selection, you should see the image below and the reader for that entrance or gate turn from “red” to “green”



Created: July 29, 2021

Capron Street Lofts Condominium

Dear Buyer:

Please make note of the following guidelines:

- The Statement of Common Charges will be released when this document and the corresponding document for the seller have been returned fully completed, signed, and dated. These forms should be returned to Mike DiMaggio at mdimaggio@kenrickfirst.com.
- We must have a firm **closing date** or if one is not currently set, must be notified of the actual closing date before it occurs.
- The previous owner was instructed to give you all of the **keys and fobs** that relate to your unit. You are required to contact Kenrick Corp during the **three [3] business days** following the closing to provide your contact information and to provide the fob serial numbers. Any fobs that are not identified by you will be turned off.
- The previous owner was instructed to give you all the operating documents for the condominium (Declaration and By-Laws, Rules and Regulations, and Unit Owner Reference Guide). In those documents, all of which you are expected to review and abide by, you will find further obligations and opportunities as a resident of Capron Street Lofts.
- With regard to the Rules and Regulations, please pay particular attention to rules and regulations requiring Board pre-approval of and limitations for pet ownership, prohibition of storage in common areas and on balconies (limited common elements), use of the rooftop deck, smoking within one's unit and posting of signage visible from the exterior of one's unit.

Here is some guidance for your move in:

- There are elevator blankets in the 1st floor storage locker room, a key for which will be given to you by the seller).
- Temporarily park the moving vehicle in the loading dock/refuse area on the east side of the building. This area needs to be fully open for Refuse and Recycling pick up.
- During your move, doors or gates cannot be propped open **and** left unattended at any time.
- There is an Excellus parking lot clicker for you to sign out when you are able to make an appointment to visit our office (see phone number and address below). Please refer to the Unit Owner Reference Guide for details about this privilege.

By signing below, I acknowledge that I have read and will abide by the above as well as any other rules and regulations.

Print Buyer Name

Capron Street Unit Number

Buyer's Email

Buyer's Phone #

Buyer Signature

Date

Capron Street Lofts Condominium

Dear Seller:

The Statement of Common Charges will be released to you when this document and the corresponding document for the buyer have been returned fully completed, signed, and dated. These forms should be returned to Mike DiMaggio at mdimaggio@kenrickfirst.com.

Please make sure to convey the following to the new owner of your unit:

- **Operating Documents for the Condominium (Declaration and By-Laws, Rules and Regulations, Unit Owner Reference Guide)** - If you do not have current versions of these documents, please go to our website to place an order.
<https://kenrickfirst.com/closing-documents/>
- **ALL Key Fobs Provided for Capron Access** - The new owner must contact Kenrick during the first week of ownership to verify the fob serial number(s) so they can be re-assigned in the system. Any fobs that are not identified within three (3) business days following closing will be turned off at that time and any mobile app credentials you had will be deactivated.
- **Excellus Parking Lot Clicker** - The Excellus parking lot clicker must be turned in to Kenrick. Please email Barry Smith at bsmith@kenrickfirst.com to let him know when you will be placing the clicker on the mail area bench in an envelope labeled "Scott Bochmann (Kenrick) Unit #____" The buyer will need to make arrangements to sign the Excellus clicker out from our office after the unit closing has taken place.

For your move out of Capron:

- There are elevator blankets in the 1st floor storage locker room. These or similar blankets provided by your moving company must be used to protect the elevator.
- Temporarily park the moving vehicle in the loading dock/refuse area on the east side of the building. This area needs to be fully open for Refuse and Recycling pick up.
- During your move, doors or gates cannot be propped open **and** left unattended at any time.

By signing below, I acknowledge that I have read and will abide by the above.

Print Seller Name

Capron Street Unit Number

Seller's Email

Seller's Phone #

Seller Signature

Date