

## CAPRON STREET LOFTS CONDOMINIUM

<b>Service Requests</b> M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of <b>Capron Street Lofts Condominium</b> .	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 Email: <a href="mailto:manderson@kenrickfirst.com">manderson@kenrickfirst.com</a> Or submit a service request online at <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>
<b>After Hours &amp; Emergency Service</b>	Non-life threatening, after hours <b>Emergency concerns</b>	Please call 585-424-1540 and leave your name, unit #, property name, telephone #, and concern with the answering service.  <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b>
<b>Refuse/Recycling</b>	Recycling pick-up day is <b>Monday</b> . Trash pick-up day is <b>Tuesday</b> .	Refuse company: Casella
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact the Kenrick Service Coordinator to make bulk pick-up arrangements. 585-424-1540
<b>Assessment Payments</b>	Payments due on the <b>1st</b> of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> <li>• USPS sent to the noted PO Box</li> <li>• Reoccurring payment through Alliance Assoc. Bank</li> <li>• Pay online with a credit card</li> <li>• Set-up an automatic payment through your bank (see full details/instructions in your Welcome Packet)</li> </ul>
<b>Late Fee</b>	Late fee added after <b>30th</b> of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Special Assessments</b>	Due by February 28, 2020	Amount is determined by % of common interest owned. Refer to budget worksheet for details.
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: <b>USI Insurance</b> Insurance Agent: <b>Nancy Hofer at USI</b> Phone: <b>585-736-5961</b> Email certificate requests to: <b>Nancy.Hofer@usi.com</b>
	For Certificates of Insurance	Email: <b>Nancy.Hofer@usi.com</b>
<b>Personal Insurance</b>	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
<b>Exterior/Structural Modifications</b> (Variations)	A Variance Form must be submitted and approved by the Board <b>prior</b> to the start of work. A copy was included in your Welcome Packet for your convenience.	<b>All contractors MUST carry general liability AND workers' compensation insurance to work on Capron Street Lofts Condominium property.</b>
<b>Property Management</b>	<b>Kenrick Corporation</b> 3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	<b>Portfolio Manager: Barry Smith</b> Email: <a href="mailto:bsmith@kenrickfirst.com">bsmith@kenrickfirst.com</a> Phone: 585-424-1540 Fax: 585-424-1553