

CAPRON STREET LOFTS CONDOMINIUM

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Capron Street Lofts Condominium .	Submit a service request online at www.kenrickfirst.com or call the Kenrick Corporation Office at (585) 424 - 1540
After Hours & Emergency Service	Non-life threatening, after hours Emergency concerns	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>
	For Emergencies needing fire, police, or ambulance response	Call 911
Refuse/Recycling	Recycling pick-up day is Monday . Trash pick-up day is Tuesday .	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
Assessment Payments	Payments due on the 1st of each month.	4 Easy Ways to Pay: • USPS sent to the noted PO Box • Reoccurring payment 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 30th of the month	Amount: \$25.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Special Assessments	Information to be sent to Homeowners	Amount is determined by % of common interest owned. Refer to budget worksheet for details.
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: GNY Insurance Agent: Audrey Wagner at USI Phone: 518-514-3638 Email to: 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.
Exterior/Structural Modifications (Variances)	A Variance Form must be submitted and approved by the Board prior to the start of work. A copy was included in your Welcome Packet for your convenience.	All contractors MUST carry general liability AND workers' compensation insurance to work on Capron Street Lofts Condominium property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Barry Smith Email: bsmith@kenrickfirst.com Phone: 585-424-1540