

# KEEP FOR REFERENCE



## COLBY EAST HOA

<b>Service Requests</b> M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of <b>Colby East HOA</b> .	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 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>
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b> Immediately
<b>Refuse/Recycling</b>	Pick-up day is <b>Thursday</b> . Containers are supplied by the City of Rochester. Your containers should be placed at the curb prior to <b>6:30 am on your pick-up day</b> .	Refuse company: City of Rochester Phone: 311
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: City of Rochester Phone: 311
<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</li> </ul> <i>(see full details/instructions in your Welcome Packet)</i>
<b>Late Fee</b>	Late fee added after <b>30</b> of the month	Amount: <b>4.75% of monthly assessment fee</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Special Assessments</b>	5 year special assessment - effective January 1, 2020	Amount: \$166.67 per unit/per month
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: <b>Cincinnati</b> Insurance Agent: <b>Audrey Wagner</b> Phone: <b>518-514-3638</b> Email: <a href="mailto:Audrey.Wagner@usi.com">Audrey.Wagner@usi.com</a>
	For Certificates of Insurance	Email: <a href="mailto:Audrey.Wagner@usi.com">Audrey.Wagner@usi.com</a>
<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> (Variances)	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 Colby East HOA property.</b>
<b>Property Management</b>	<b>Kenrick Corporation</b> <b>3495 Winton Place, D-4</b> <b>Rochester, NY 14623</b> <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	<b>Portfolio Manager: Hans Rozestraten</b> <b>Email: <a href="mailto:hrozestraten@kenrickfirst.com">hrozestraten@kenrickfirst.com</a></b> <b>Phone: 585-424-1540</b> <b>Fax: 585-424-1553</b>