

KEEP FOR REFERENCE



COLBY EAST HOA

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Colby East HOA .	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. <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	Pick-up day is Thursday . Containers are supplied by the City of Rochester. Your containers should be placed at the curb prior to 6:30 am on your pick-up day .	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
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 • 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 30 of the month	Amount: 4.75% of monthly assessment fee
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Special Assessments	5 year special assessment - effective January 1, 2020	Amount: \$166.67 per unit/per month
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Cincinnati Insurance Agent: Audrey Wagner Phone: 518-514-3638 Email: Audrey.Wagner@usi.com
	For Certificates of Insurance	Email: Audrey.Wagner@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 Colby East HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Hans Rozestraten Email: hrozestraten@kenrickfirst.com Phone: 585-424-1540