

KEEP FOR REFERENCE



Crossways Condominium

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Crossways Condominium .	Please call the Crossways Condominium office: 585-244-8272 or submit request at www.kenrickfirst.com by clicking Submit Service Request .
After Hours & Emergency Service	Non-emergency concerns	Please call 585-424-1540, and leave your name, unit #, property name, telephone #, and request/concern with answering service. <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	For fire, police, or ambulance disturbances	Call 911 , THEN call... Kenrick answering service at 585-424-1540
Refuse/Recycling	Pick-up days are Monday, Wednesday, and Friday . Recycling pick-up day is Thursday . Garbage and recycling bins are located on the property behind each building.	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact the Kenrick Service Coordinator to make arrangements.
Assessment Payments	Payments due on the 1 st of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> • USPS sent to the noted PO Box • Automatic withdrawal 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 the 15 th of the month	Amount: \$20.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	
Laundry	CSC Service Works	For service regarding equipment issues contact: (1-877-264-6622) or www.cscsw.com
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Mid-Hudson Insurance Insurance Agent: Quinton Insurance -Meagan Warner Phone: 585-388-9530
	For Certificates of Insurance	certs@quintoninsurance.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 Crossways Condominium property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Tim Goetz Email: tgoetz@kenrickfirst.com Phone: 585-424-1540