

# KEEP FOR REFERENCE



## Townhomes of Eastbrooke Condominium

<b>Service Requests</b> M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of <b>Townhomes of Eastbrooke Condominium</b>	Submit requests through Kenrick website ( <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a> ) or call 585-424-1540
<b>After Hours &amp; Emergency Service</b>	Non-life threatening, after hours service-related concerns	Please call 585-424-1540, 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> , THEN call... Kenrick answering service at 585-424-1540
<b>Refuse/Recycling</b>	Pick-up day is early Thursday morning- Your containers can be placed at the curb after 6 PM Wednesday and in by 9 PM Thursday evening.	Refuse company: Suburban Disposal, 585-352-3900. Containers must be stored in garage. Condos w/o garage will not receive containers & have an refuse storage closet on the side of the building.
	<b>To arrange for special pick-up for large items/make special payment arrangements.</b>	<b>Contact Suburban Disposal, 585-352-3900</b> Code 62083-000 for reference only not for billing
<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>10th</b> of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Clubhouse &amp; Pool</b>	HO & Tenants can rent the EB Clubhouse  Pool open Memorial Day to Labor Day (normally) Pool not included with Clubhouse rental	Call Kenrick for availability/reservations; Fees apply  <b>Clubhouse Address:</b> 477 Eastbrooke Lane Rochester, NY 14618 Pool rules strictly enforced; Pool cannot be reserved.

<b>Pets</b>	Must be leashed to a person when outside	Owners/residents/tenants are responsible for immediate clean-up of feces anywhere on property.  <b>As of 9/2020 – no dogs allowed in Rental Units</b>
<b>Association Master Insurance Policy</b>	Association insurance covers structure and liability for the common area.	<b>Insurance Company: Greater New York</b> <b>Insurance Agent: Audrey Wagner</b> <b>Phone: 518-514-3638</b> <b>Email: <a href="mailto:Audrey.Wagner@usi.com">Audrey.Wagner@usi.com</a></b>
	For Certificates of Insurance	Email: clrochester@usi.com
<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 is included in your Welcome Packet for your convenience or available outside the Maintenance Building.	<b><u>All contractors MUST carry General Liability AND Workers' Compensation insurance to work on Townhomes of Eastbrooke Condominium property.</u></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>

Updated 10.12.22