

KEEP FOR REFERENCE



Townhomes of Eastbrooke Condominium

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Townhomes of Eastbrooke Condominium	Submit requests through Kenrick website (www.kenrickfirst.com) or call 585-424-1540
After Hours & Emergency Service	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>
	For Emergencies needing fire, police, or ambulance response	Call 911 , THEN call... Kenrick answering service at 585-424-1540
Refuse/Recycling	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.
	To arrange for special pick-up for large items/make special payment arrangements.	Contact Suburban Disposal, 585-352-3900 Code 62083-000 for reference only not for billing
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 10th of the month	Amount: \$25.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Clubhouse & Pool	Residents ONLY (owner/tenant) 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 Clubhouse Address: 477 Eastbrooke Lane Rochester, NY 14618 Pool rules strictly enforced; Pool cannot be reserved.

Pets	Must be leashed to a person when outside	Owners are responsible for immediate clean-up of feces anywhere on property. As of 9/2020 – no dogs allowed in Rental Units
Association Master Insurance Policy	Association insurance covers structure and liability for the common area.	Insurance Company: USI Insurance Agent: Audrey Wagner Phone: 518-514-3638 Email: 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 is included in your Welcome Packet for your convenience or available outside the Maintenance Building.	<u>All contractors MUST carry General Liability AND Workers' Compensation insurance to work on Townhomes of Eastbrooke Condominium property.</u>
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Joseph Scarpulla Email: jscarpulla@kenrickfirst.com Phone: 585-424-1540