

KEEP FOR REFERENCE



Townhomes of Eastbrooke Condominium

<p>Service Requests M-F (8:30am-4pm)</p>	<p>All repairs to <i>common elements</i> are responsibility of Townhomes of Eastbrooke Condominium</p>	<p>Submit requests through Kenrick website (www.kenrickfirst.com) or call 585-424-1540</p>
<p>After Hours & Emergency Service</p>	<p>Non-life threatening, after hours service-related concerns</p>	<p>Please call 585-424-1540, leave your name, unit #, property name, telephone #, and request/concern with the answering service.</p> <p><i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i></p>
	<p>For Emergencies needing fire, police, or ambulance response</p>	<p>Call 911, THEN call... Kenrick answering service at 585-424-1540</p>
<p>Refuse/Recycling</p>	<p>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.</p>	<p>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.</p>
	<p>To arrange for special pick-up for large items/make special payment arrangements.</p>	<p>Contact Suburban Disposal, 585-352-3900 Code 62083-000 for reference only not for billing</p>
<p>Assessment Payments</p>	<p>Payments due on the 1st of each month.</p>	<p>4 Easy Ways to Pay:</p> <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 <p><i>(see full details/instructions in your Welcome Packet)</i></p>
<p>Late Fee</p>	<p>Late fee added after 10th of the month</p>	<p>Amount: \$25.00</p>
<p>NSF Fee</p>	<p>Checks returned for insufficient funds</p>	<p>Amount: \$35.00</p>
<p>Clubhouse & Pool</p>	<p>HO & Tenants can rent the EB Clubhouse</p> <p>Pool open Memorial Day to Labor Day (normally) Pool not included with Clubhouse rental</p>	<p>Call Kenrick for availability/reservations; Fees apply</p> <p>Clubhouse Address: 477 Eastbrooke Lane Rochester, NY 14618 Pool rules strictly enforced; Pool cannot be reserved.</p>

Pets	Must be leashed to a person when outside	Owners/residents/tenants 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: Greater New York 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.	All contractors <u>MUST carry General Liability AND Workers' Compensation insurance</u> to work on Townhomes of Eastbrooke Condominium property.
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