

KEEP FOR REFERENCE



GLENBROOKE PATO HOMES HOMEOWNERS ASSOCIATION, INC.

Service Requests M-F (8:30am-4pm)	For any repairs that are the HOA responsibility, please submit a work order.	Submit a service request online: www.kenrickfirst.com or call the Kenrick Corporation Office (585) 424-1540.
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 , THEN call... Kenrick answering service at 585-424-1540.
Refuse/Recycling	Pick-up day is Tuesday . Covered containers are supplied by refuse company. Your containers can be placed at the curb late in the afternoon the day before .	Refuse company: Suburban Disposal (585)352-3900
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Suburban Disposal at 352-3900 to make arrangements. Provide the following Code: 78 224-000
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 • Set-up an automatic payment through your bank • Pay online with a credit card <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
Property Operation Documents	Declaration & Bylaws *Please refer to legal documents used by management team, and Homeowners	To be obtained during the time of closing or can be found on our website at www.kenrickfirst.com . Then click on "Closing Documents".
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	irrigation system
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: CAU Insurance Agent: John Grimaldi Phone: 716-636-1355 Web address: www.grimaldiinsurance.net
	For Certificates of Insurance	go to website to order
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 Glenbrooke Patio Homes HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager Tiffany Harrell, tharrell@kenrickfirst.com Kenrick Office: 585-424-1540 Director of Portfolio Management: Eileen Broderick, CMCA, AMS ebroderick@kenrickfirst.com