

KEEP FOR REFERENCE



HARBOR HILL HOMEOWNERS ASSOCIATION, INC.

Service Requests M-F (8:30am-4pm)	For any repairs that are HOA responsibility please submit a work order.	Submit a work request online: www.kenrickfirst.com
After Office Hours & 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 Friday . 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 to make arrangements. Provide the account number 98257.001
Assessment Payments	Payments due last day of the 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 30th of the month	Amount: \$35.00
NSF Fee	Checks returned for insufficient funds	Amount: \$50.00
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.	
Landscaping	Current Contractor: Westside	Please call Kenrick at 585-424-1540 with any landscaping concerns - please do not approach the staff as this can cause harm or damage to staff, property or homeowners
Personal Insurance	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home according to the facts in your documents
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 HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Tiffany Harrell Email: tharrell@kenrickfirst.com Kenrick Office: 585-424-1540