

KEEP FOR REFERENCE



HIDDEN VALLEY HOMEOWNERS ASSOCIATION, INC.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Hidden Valley Homeowners Association, Inc.	Submit a service request online: www.kenrickfirst.com
After Clubhouse 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 Wednesday . Covered containers are supplied by refuse company. Your containers can be placed at the curb late in the afternoon the day before .	Refuse company: Waste Management
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Waste Management to make arrangements. Provide the following Code: 12-42069-22001
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 15th 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.	Clubhouse, fitness rooms & pool use are covered by your monthly HOA fees.
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Erie Insurance Insurance Agent: Meagan from Quinton Insurance Phone: 585-388-9530 Web address: www.quintoninsurance.com
	For Certificates of Insurance	Email: Meagan@quintoninsurance.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 was included in your Welcome Packet for your convenience.	All contractors MUST carry General Liability AND Workers' Compensation insurance to work on Hidden Valley HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Eileen Broderick, CMCA, AMS Email: ebroderick@kenrickfirst.com Kenrick Office: 585-424-1540 On-site Property: Clubhouse Phone 585-247-6050 Superintendent: Randy Hawkes