

KEEP FOR REFERENCE



Holiday Harbour Condominium

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Holiday Harbour Condominium .	Submit Request at www.kenrickfirst.com by clicking Submit Service Request . -or- Obtain service request form at on-site office. -or-Call: 585-424-1540
After Hours & Emergency Service	Emergencies Only	Please call 585-424-1540 and leave your name, unit #, property name, telephone #, and request/concern with answering service. <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	For fire, police, ambulance, or noise disturbances	Call 911
Refuse/Recycling	Pick-up day is Tuesday . Residents may access the refuse/receptacles at their convenience. Residents who require assistance in disposing of refuse/recycling place their refuse at the curb and the on-site staff will collect and place in dumpsters.	Refuse company: City of Canandaigua
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: City of Canandaigua / Dept. of Public Works Phone: 585-396-5060
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 • Automatic withdrawal 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 15th of the month	Amount: \$15.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	Docks, pool, tennis courts, basketball court and clubhouse.
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Erie Insurance Insurance Agent: Meagan Warner at Quinton Insurance Phone: 585-388-9530
	For Certificates of Insurance	Meagan@quintoninsurance.com
Personal Insurance	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.

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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 Holiday Harbour Condominium property.
On-Site Superintendent	Bill Cooper	60 Holiday Harbour On-site Office: 585-396-1063
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Barry Smith Email: bsmith@kenrickfirst.com Phone: 585-424-1540