

# KEEP FOR REFERENCE



## HUNT HOLLOW HOMEOWNERS ASSOCIATION, INC.

<b>Service Requests</b> M-F (8:30am-4pm)	For any repairs that are the HOA responsibility, please submit a work order.	Submit a service request online: <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a> or call the Kenrick Corporation Office (585) 424-1540.
<b>Emergency Service</b>	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>
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b> , THEN call... Kenrick answering service at 585-424-1540.
<b>Assessment Payments</b>	Annual payment is due on the <b>1st</b> of January.	4 Easy Ways to Pay: <ul style="list-style-type: none"> <li>• USPS sent to the noted PO Box</li> <li>• Reoccurring payment through Alliance Assoc. Bank</li> <li>• Set-up an automatic payment through your bank</li> <li>• Pay online with a credit card</li> </ul> <i>(see full details/instructions in your Welcome Packet)</i>
<b>Late Fee</b>	<b>Late fee added after ( 10<sup>th</sup>) of the month</b>	<b>Amount: 10% of amount due</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	<b>Amount: \$35.00</b>
<b>Property Operation Documents</b>	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 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a> . Then click on "Closing Documents".
<b>Property Amenities</b>	Please see your Operating Documents for specifics about use of common areas.	walking paths
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	<b>Insurance Company:</b> State Farm - Rita Prince Agency <b>Insurance Agent:</b> Rita Prince <b>Phone:</b> 585-223-4700 <b>Web address:</b> <a href="http://www.insurewithrita.com">www.insurewithrita.com</a>
	For Certificates of Insurance	<b>Email:</b> <a href="mailto:Rita@insurewithrita.com">Rita@insurewithrita.com</a>
<b>Personal Insurance</b>	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
<b>Exterior/Structural Modifications (Variances)</b>	A Variance Form must be submitted and approved by the Board <b>prior</b> to the start of work. A copy was included in your Welcome Packet for your convenience.	<b>All contractors MUST carry General Liability AND Workers' Compensation insurance to work on Hunt Hollow HOA property.</b>
<b>Property Management</b>	<b>Kenrick Corporation</b> <b>3495 Winton Place, D-4</b> <b>Rochester, NY 14623</b> <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	<b>Portfolio Manager:</b> Miles McGregor <a href="mailto:mmcgregor@kenrickfirst.com">mmcgregor@kenrickfirst.com</a> Kenrick Office: 585-424-1540 <b>Director of Portfolio Management:</b> Eileen Broderick, CMCA, AMS <a href="mailto:ebroderick@kenrickfirst.com">ebroderick@kenrickfirst.com</a>