

KEEP FOR REFERENCE



Huntington Park Homeowners Association, Inc.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Huntington Park Homeowners Association, Inc.	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 Email: manderson@kenrickfirst.com -or- Submit request at www.kenrickfirst.com by clicking Submit Service Request .
After Hours & Emergency Service	Emergencies Only	Please call 585-424-1540, selection 9 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 . Please use covered container for refuse.	Refuse company: Waste Management
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: Waste Management Phone: 716-864-8197
Assessment Payments	Payments due on the 1 st 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 the 10 th of the month	Amount: \$10.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Cincinnati Insurance Insurance Agent: USI Insurance Services Phone: 585-736-5899
	For Certificates of Insurance	Please contact agent directly (Above)
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 Huntington Park Homeowners Association, Inc property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Michelle Alvaro Email: malvaro@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553