

KEEP FOR REFERENCE



INGRESS AT THE ERIE CANAL HOA

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Ingress at the Erie Canal HOA	Submit a service request online! www.kenrickfirst.com
After 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 Tuesday . Covered containers are supplied by refuse company. Your containers can be placed at the curb the evening before .	Refuse company: White Trash
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Kenrick Corporation to make arrangements.
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• Pay online with a credit card• Set-up an automatic payment through your bank (see <i>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, Board, 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".
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: CAU Insurance Agent: Adam Bell Phone: 267-757-7312 or 215-806-9946 Email: abell@cauinsure.com
	For Certificates of Insurance	Email: certs@cauinsure.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 <u>prior</u> 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 Ingress at the Erie Canal HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Hans Rozestraten Email: hrozestraten@kenrickfirst.com Phone: 585-424-1540