

Lake Breeze Condominiums

Service Requests	All repairs to <i>common elements</i> are responsibility of Lake Breeze Condominiums	Submit request at www.kenrickfirst.com by clicking " Service Requests " or please call 585.424.1540 and ask for the Service Coordinator,
Emergency Service	After hours For major disturbances, fire, police or ambulance call 911 Fire Alarm pull stations at each entrance	Please call 585-424-1540, and leave your name, unit #, property name, telephone #, and request/concern with answering service. Please note: Messages left in the "general mailbox" after hours will be received the following business day.
Refuse/Recycling	Pick up day is Friday Please use dumpsters To arrange for special pick up for large items/make payment arrangements	Refuse company: Suburban Disposal 585.352.3900 Contact Suburban directly
Assessment payments	Payments due on the first 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 10th of the month	Amount: \$25.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Association Insurance	Association insurance cover's structure and liability for the common area For questions or Certificates of Insurance	Insurance Company: Erie Insurance Insurance Agent: Quinton Insurance Protection Team Telephone #: 585.388.9530 Please contact agent directly
Personal Insurance	Homeowner Responsibility: please consult with your Agent, make certain they have the insurance section of operating documents to properly insure your unit	Contact your insurance agent to ascertain best coverage for you and your home
Exterior/Structural Modifications	Variance request must be approved by the Board prior to the commencement of work	Variance form included
Keys		Keys to outer door also open doors to basement, and utility closet where electric meters/cable connection located. No roof access without Management request and approval
Door to Roof		Located between unit #s 32 and 33
Electric Meter Master Circuit Breaker Cable Boxes		Located 1 st floor east side utility closet next to unit #21
Keyless Entry System for Doors		By mailboxes and northeast entrance entrance-must be programmed to your telephone number. Please contact Kenrick Corporation to change code
Property Management	Kenrick Corporation Suite, D-4 3495 Winton Place, Rocester 14623 Rochester, NY 14623	Property Manager: Joe Scarpulla 585.424.1540 jscarpulla@kenrickfirst.com