

# KEEP FOR REFERENCE



## LAKESIDE CONDOMINIUMS

<b>Service Requests</b> M-F (8:30am-4pm)	For any repairs that are the Condominium responsibility, please submit a work order. This includes: Level 4&5 Halls, Elevators & Entry	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>Refuse/Recycling</b>	Please place all garbage in the garbage chute. ALL recyclables in the Chute Room.	Contact Kenrick Corporation for any questions or concerns.
	To arrange for special pick-up for large items/make special payment arrangements.	Homeowner is responsible for making ALL special arrangement pick ups.
<b>Assessment Payments</b>	Payments due on the <b>1st</b> of each month.	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>	Late fee added after the 10th of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$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.	
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: <b>American casualty Company of Reading PA</b> Phone number: (877) 262-2727
	For Certificates of Insurance	Email: <a href="mailto:jack.kearns@epicbrokers.com">jack.kearns@epicbrokers.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</b> (Variances)	A Variance Form must be submitted and approved by the Sponsor <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 Lakeside property.</b>
<b>Property Management</b>	<b>Kenrick Corporation</b> 3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	<b>Portfolio Manager: Barry J Smith</b> Email: <a href="mailto:bsmith@kenrickfirst.com">bsmith@kenrickfirst.com</a> Kenrick Office: 585-424-1540
<b>Lakeside Developer</b>	Contact for the following: Warrenty and Hotel Concerns	Email: <a href="mailto:205lakeshoredrivecondo@acrescap.com">205lakeshoredrivecondo@acrescap.com</a>