

# KEEP FOR REFERENCE



## LAKEWOOD SHORES CONDOMINIUM

<b>Service Requests</b> M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of <b>Lakewood Shores Condominium</b>	Submit service requests via Kenrick website: <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>
<b>After Hours &amp; 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, THEN call...</b> Kenrick answering service at 585-424-1540.
<b>Refuse/Recycling</b>	Pick-up day is <b>Monday</b> . Covered containers for each building are in the garage. The refuse company picks up from inside the garage.	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Suburban at 585-352-3900 to make bulk pick-up arrangements. Provide the following code: <b>69644-000</b>
<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>• Pay online with a credit card</li><li>• Set-up an automatic payment through your bank (see <i>full details/instructions in your Welcome Packet</i>)</li></ul>
<b>Late Fee</b>	Late fee added after <b>10<sup>th</sup></b> of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Property Amenities</b>	Please see your Operating Documents for specifics about use of common areas.	Clubhouse & pool at 25 Veldor for homeowner use. See Rules and Regulations for details.
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: <b>Cincinnati</b> Insurance Agent: <b>Audrey Wagner</b> at USI Insurance Phone: <b>518-514-3638</b> Email: <a href="mailto:Audrey.Wagner@usi.com">Audrey.Wagner@usi.com</a>
	For Certificates of Insurance	Email: <a href="mailto:crochester@usi.com">crochester@usi.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 Board <u>prior</u> 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 Lakewood Shores Condominium 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>	Portfolio Manager: <b>Hans Rozestraten</b> Email: <a href="mailto:hrozestraten@kenrickfirst.com">hrozestraten@kenrickfirst.com</a> Phone: 585-424-1540