

KEEP FOR REFERENCE



LINDEN EAST CONDOMINIUM

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Linden East Condominium	Submit service request via Kenrick website: www.kenrickfirst.com Property Superintendent: Andrew Doyle
After Hours & Emergency Service	Non-life threatening, after hours service-related concerns	Please call 585-424-1540 and leave your name, address, property name, telephone #, and request/concern with the answering service. <i>Please note: Messages left in the office "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 Thursday . Owners must supply their own refuse containers. Your containers can be placed at the curb after 6:00 PM on Wednesday.	Refuse company: East Rochester Dept of Public Works Phone: 585-381-1565
	To arrange for special pick-up for large items/make special payment arrangements.	See annual Bulk Refuse Schedule from East Rochester Phone: 585-381-1565
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 • Set-up an automatic payment through your bank • Pay online with a credit card <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 Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: USI Insurance Services/GNY Insurance Agent: Audrey Wagner Phone: 518-514-3638 Email: Audrey.Wagner@usi.com
	For Certificates of Insurance	Email: Audrey.Wagner@usi.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 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 Linden East Condominium property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 kenrickfirst.com	Portfolio Manager: Barry Smith Email: bsmith@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553