

KEEP FOR REFERENCE



Little Pond Homeowners Association, Inc.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Little Pond Homeowners Association, Inc.	Submit Request at www.kenrickfirst.com by clicking Submit Service Request . -or- Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 Email: manderson@kenrickfirst.com
After Hours & Emergency Service	Non-emergency concerns	Please call 585-424-1540, selection 9 and leave your name, unit #, property name, telephone #, and request/concern with answering service. <i>Please note: messages left in the "general mailbox" after hours will be received the following business day.</i>
	For fire, police, or ambulance disturbances	Call 911, THEN call... Kenrick answering service at 585-424-1540, selection 9.
Refuse/Recycling	Pick-up day is Monday . Container supplied by homeowner.	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: Suburban Disposal Phone: 585-352-3900
Assessment Payments	Payments due on the 1 st 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 the 8 th of the month	Amount: 10% of fee
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: Cincinnati Insurance Insurance Agent: USI Insurance Services Phone: 585-736-5899
	For Certificates of Insurance	Please contact agent directly
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 Little Pond Homeowners Association, Inc property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Cheryl Gioia Email: cgioia@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553