

KEEP FOR REFERENCE



McCORMICK PLACE CONDOMINIUM A

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of McCormick Place Condominium A .	Submit a service request online: www.kenrickfirst.com
After Hours & Emergency Service	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>
	For Emergencies needing fire, police, or ambulance response	Call 911 , THEN call... Kenrick answering service at 585-424-1540, selection 9.
Refuse/Recycling	Pick-up day is Wednesday . Covered containers are supplied by refuse company at the expense of the homeowner. Your containers can be placed at the end of the driveway the evening before .	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact the Kenrick Service Coordinator to make arrangements.
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 • Pay online with a credit card • Set-up an automatic payment through your bank (see full details/instructions in your Welcome Packet)
Late Fee	Late fee added after 5th of the month	Amount: \$10.00
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: Cincinnati Insurance Insurance Agent: USI Insurance Agency 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 McCormick Place Condominium A property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Miles McGregor Email: mmcgregor@kenrickfirst.com Phone: 585-424-1540