KEEP FOR REFERENCE

KENRICK CORPORATION
ROCHESTER, NY

McCORMICK PLACE CONDOMINIUM A

Service Requests M-F (8:30am-4pm)	All repairs to *common elements* 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. *Please note: Messages left in the "general mailbox" after hours will be received the following business day.*
	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: • 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:** Carmen Tentilucci **Email:** ctentilucci@kenrickfirst.com **Phone:** (585) 424-1540