

KEEP FOR REFERENCE



North Star Village at Bristol Mountain Association, Inc.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of North Star Village at Bristol Mountain Association, Inc.	Submit Request at www.kenrickfirst.com by clicking Submit Service Request . -or- Call: 585-424-1540
After Hours & Emergency Service	Emergencies Only	Please call 585-424-1540, 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, ambulance, or noise disturbances.	Call 911
Refuse/Recycling	Pick-up day is Wednesday .	Refuse company: Morgan Rubbish Removal
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: Morgan Rubbish at 315-781-6506. Provide code 637660668091 for reference only – not for billing.
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 15 th of the month	Amount: \$20.00
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Amenities	Please see your Operating Documents for specifics about use of common areas.	
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Erie Insurance Insurance Agent: Meagan Phone: 585-388-9530 Email: Meagan@quintoninsurance
	For Certificates of Insurance	Please contact agent directly (above)
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 North Star Village a Bristol Mountain Association, Inc property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Barry Smith Email: bsmith@kenrickfirst.com Phone: 585-424-1540