KEEP FOR REFERENCE

PANORAMA TOWNHOMES HOA		
Service Requests M-F (8:30am– 4pm)	All repairs to *common elements* are responsibility of **Panorama Townhomes**	Submit a service request online! www.kenrickfirst.com
After Hours & Emergency Service	After hours	Please call 585-424-1540, and leave your name, unit #, property name, telephone #, and request/concern with 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 call 911	Call 911, Then call… Kenrick answering service at 424-1540.
Refuse/Recycling	Pick up day is Thursday To arrange for special pick up for large items/make payment arrangements	Refuse company: Suburban Disposal **585.352.3900** Contact **Suburban** directly, and provide this code 74630.001
Assessment payments	Payments due on the first of each month	4 Easy Ways to Pay: • 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 *(see full details/instructions in your Welcome Packet)*
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 cover's structure and liability for the common area For questions or Certificates of Insurance	Insurance Company: **Erie Insurance** Insurance Agent: **Quinton Insurance Protection Team** Telephone #: **585.388.9530** Email:certs@quintoninsurance.com
Personal Insurance	Homeowner Responsibility - make certain your agent has the insurance section of operating documents to properly insure your unit.	Contact your insurance agent to ascertain the best coverage for you and your home.
Exterior/Structural Modifications	Variance request must be approved by the Board **prior** to the commencement of work	Variance form included
Property Management	**Kenrick Corporation Suite, D-4** **3495 Winton Place,** **Rochester, NY 14623** www.kenrickfirst.com	**Property Manager: Tiffany Harrell** **Email: tharrell@kenrickfirst.com** **Phone: 585-424-1540**

Updated 9/4/26