

KEEP FOR REFERENCE



Parkside Homeowners Association, Inc.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Parkside HOA .	Submit a service request online- www.kenrickfirst.com
After Hours & Emergency Service	Non-emergency concerns	Please call 585-424-1540 and leave your name, address, property name, telephone #, and request/concern with answering service.
	For fire, police, or ambulance disturbances	Call 911, THEN call... Kenrick answering service at 585-424-1540.
Refuse/Recycling	Pick-up day is Monday . Your containers can be placed outside of your garage door .	Refuse company: Waste Management
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Waste Management to make special arrangement pick-ups. Provide the following code: 22-02456-53008
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 bank PO Box • Reoccurring payment through Alliance Assoc. Bank • Set-up an automatic payment through your bank • Pay online with a credit card <i>(See full details/instructions in your Welcome Packet)</i>
Late Fee	Late fee added after 10th of the month	Amount: 10% of monthly fee
NSF Fee	Checks returned for insufficient funds	Amount: \$35.00
Property Operation Documents	Please refer to legal documents used by management team, Board & Homeowners	To be obtained during the time of closing or can be found on our website at www.kenrickfirst.com . Then click
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Agent: Audrey Wagner at USI Insurance 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 is included in your Welcome Packet for your convenience.	All contractors MUST carry General Liability AND Workers' Compensation insurance to work on Parkside HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623	Portfolio Manager: Eileen Broderick, CMCA, AMS Email: ebroderick@kenrickfirst.com Phone: 585-424-1540 http://www.kenrickfirst.com