

KEEP FOR REFERENCE



PARKVIEW PLACE CONDOMINIUM B

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Parkview Place Condominium B	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.
Refuse/Recycling	Pick-up day is Wednesday . Covered containers are supplied by refuse company. 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 Suburban Disposal to make arrangements. Provide the following code: 73075-000
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: \$15.00
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 on "Closing Documents".
Association Insurance Master Policy	Association insurance covers structure and liability for the common area.	Insurance Company: Travelers Insurance Insurance Agent: Hannah/Gordon at Quinton Insurance Phone: (585) 388-9530
	For Certificates of Insurance	Email: Hannah@quintoninsurance.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 Parkview Place Condominium A property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4	Portfolio Manager: Carmen Tentilucci Email: ctentilucci@kenrickfirst.com
	Rochester, NY 14623 www.kenrickfirst.com	Phone: (585) 424-1540