

KEEP FOR REFERENCE



The Penfield Village Square Homeowners Association, Inc.

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of The Penfield Village Square Homeowners Association, Inc.	Submit Request at www.kenrickfirst.com by clicking Submit Service Request . -or- Kenrick Service Coordinator: servicecoordinator@kenrickfirst.com Phone: 585-424-1540
After Hours & Emergency Service	Non-emergency concerns	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, or ambulance disturbances	Call 911, THEN call... Kenrick answering service at 585-424-1540.
Refuse/Recycling	Pick-up day is Monday . Covered containers are supplied by refuse company.	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 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 10 th of the month	Amount: \$25.00
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: CAU Insurance Agent: Audrey Wagner Phone: 518-514-3638
	For Certificates of Insurance	clrochester@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 The Penfield Village Square Homeowners Association, Inc property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Hans Rozestraten Email: hrozestraten@kenrickfirst.com Phone: 585-424-1540