

KEEP FOR REFERENCE



RIDGE MEADOWS HOMEOWNERS ASSOCIATION

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Ridge Meadows Homeowners Association	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 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 "Kenrick general voicemail box" 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 .	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Suburban at 585-352-3900 for bulk pick-up arrangements. Acct# 85264-000 for reference only – not to be charged.
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 noted PO Box • Reoccurring payment through Alliance Assoc. Bank • Pay online with a credit card • Set-up an automatic payment through your bank
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's insurance covers structure and liability for the common area.	Insurance Company: Lawley Insurance, Amherst, NY Phone: 716-636-5800 Email: amherst@lawleyinsurance.com
	For Certificates of Insurance	COI Agent: Renee Benjamin 585-344-9517 Email: rbenjamin@lawleyinsurance.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.	All contractors MUST carry both GENERAL LIABILITY and WORKERS' COMPENSATION INSURANCE to work on Ridge Meadows HOA property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Phone: 585-424-1540 Fax: 585-424-1553