KEEP FOR REFERENCE

KENRICK CORPORATION
ROCHESTER, NY

Shadow Pines HOA		
Service Requests M-F (8:30am-4pm)	All repairs to *common elements* are responsibility of Shadow Pines HOA.	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. *Please note: Messages left in the "general mailbox" after hours will be received the following business day.*
	For Emergencies needing fire, police, or ambulance response	Call **911**
Refuse/Recycling	Pick-up day is Monday. Your containers can be placed at the curb the evening before.	Refuse company: Suburban Disposal 585-352-3900
	To arrange for special pick-up for large items/make special payment arrangements.	Please contact Suburban for special arrangements. Provide the following Code: Still TBD
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 15th of the month	Amount: **$35.00**
NSF Fee	Checks returned for insufficient funds	Amount: **$35.00**
Property Operation Documents	Declaration & Bylaws *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: **Erie** Insurance Agent: Hannah/**Gordon at Quinton Insurance** Phone: **(585) 388-9530** Email: Hannah@quintoninsurance.com
	For Certificates of Insurance	Email: certs@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 Shadow Pines property.**
Property Management	**Kenrick Corporation** **3495 Winton Place, D-4** **Rochester, NY 14623** www.kenrickfirst.com	**Portfolio Manager:Tiffany Harrell** **Email:tharrell@kenrickfirst.com** **Phone: 585-424-1540**