

KEEP FOR REFERENCE



Southfield Homeowners Association

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Southfield Homeowners Association .	Submit Request at www.kenrickfirst.com by clicking Submit Service Request . -or- Kenrick Service Coordinator: 585-424-1540
After Hours & Emergency Service	Non-emergency concerns	Please call 585-424-1540, 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 the Kenrick answering service at 585-424-1540
Refuse/Recycling	Pick-up days are Monday and Friday from the dumpster. Container to be supplied by homeowner.	Refuse company: Waste Management
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: Waste Management Phone: 508-549-5680
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: \$5.00
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: Travelers Insurance Agent: USI -Insurance – Audrey Warner Phone: 518-514-3638 Audrey.Wagner@usi.com
	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 Southfield Homeowners Association property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Cheryl Gioia Email: cgioia@kenrickfirst.com Phone: 585-424-1540