# KEEP FOR REFERENCE

KENRICK CORPORATION
ROCHESTER, NY

## VILLAS AT COLDWATER CONDOMINIUM B

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| **Service Requests**<br>M-F (8:30am-4pm) | All repairs to *common elements* are responsibility of **Villas at Coldwater 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.<br><br>*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**, THEN call…<br>Kenrick answering service at 585-424-1540. |
| **Refuse/Recycling** | Pick-up day is **Tuesday.** Covered containers are supplied by refuse company. Your containers can be placed at the curb after **the evening before.** | 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 **1st** of each month. | 4 Easy Ways to Pay:<br>• USPS sent to the noted PO Box<br>• Reoccurring payment through Alliance Assoc. Bank<br>• Pay online with a credit card<br>• Set-up an automatic payment through your bank<br>*(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** |
| **Association Insurance Master Policy** | Association insurance covers structure and liability for the common area. | Insurance Company: **Erie Insurance**<br>Insurance Agent: **Meagan at Quinton Insurance**<br>Phone: **585-388-9530**<br>Email: **Meagan@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**<br>(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 Villas at Coldwater Condominium B property.** |
| **Property Management** | **Kenrick Corporation**<br>**3495 Winton Place, D-4**<br>**Rochester, NY 14623**<br>www.kenrickfirst.com | **Portfolio Manager: Joe Scarpulla**<br>**Email: jscarpulla@kenrickfirst.com**<br>**Phone: 585-424-1540** |