

KEEP FOR REFERENCE



VILLAS AT COLDWATER CONDOMINIUM C

Service Requests M-F (8:30am-4pm)	All repairs to <i>common elements</i> are responsibility of Villas at Coldwater Condominium C .	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 Email: manderson@kenrickfirst.com 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 "general mailbox" 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 Tuesday . Covered containers are supplied by refuse company. Your containers can be placed at the curb the evening before .	Refuse company: Suburban Disposal
	To arrange for special pick-up for large items/make special payment arrangements.	Contact: Suburban Disposal Phone: 585-352-3900
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 <i>(see full details/instructions in your Welcome Packet)</i>
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 Insurance Agent: Gordon Quinton at Quinton Insurance Phone: 585-388-9530 Email: angela@quintoninsurance.com
	For Certificates of Insurance	Email: angela@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 Villas at Coldwater Condominium C property.
Property Management	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 www.kenrickfirst.com	Portfolio Manager: Barry Smith Email: bsmith@kenrickfirst.com Phone: 585-424-1540 Fax: 585-424-1553