

## Bristol Harbour Village Association Quick Reference

<b>Service Requests</b> M-F (8:30am-4pm)	Repairs to <i>common elements</i> are responsibility of BHVA	Call Kenrick at (585) 424-1540 Or submit a service request online at <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>
<b>After Hours &amp; Emergency Service</b>	Non-life threatening, after hours service-related concerns  <i>Note: Messages left in Kenrick's "general mailbox" after hours will be received the following business day.</i>	Call (585) 424-1540, and leave your Name, BHVA Address, or Unit # & Property Name, Phone #, and request/concern with the answering service. If an emergency, the answering service will alert Site Superintendent and Portfolio Manager.
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b> Immediately
<b>Refuse/Recycling</b>	BHVA's Recycling and Trash facilities are emptied bi-weekly. Contact Casella at (315) 781-6500 to arrange for special pick-ups. Recycling is available at the BHVA Recycling and Trash room ONLY.	Large amounts of trash, or trash from construction projects, need to be taken to the Town of South Bristol Transfer Facility.
<b>Assessment Payments</b>	Payments due on the <b>1st</b> of each month.	4 Easy Ways to Pay: <ul style="list-style-type: none"> <li>• USPS sent to the noted PO Box</li> <li>• Autopay through Alliance Assoc. Bank</li> <li>• Pay online with a credit card</li> <li>• Set-up an Autopay through your bank</li> <li>• See full instructions in your Welcome Packet</li> </ul>
<b>Late Fee</b>	Late fee added after 15 <sup>th</sup> of the month	Amount: <b>\$25.00</b>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Association Insurance Master Policy</b>	Association insurance covers structure and liability for the common area.	Insurance Company: USI Insurance Services LLC Insurance Agent: Audrey Wagner Phone: (518) 514-3638 Email: <a href="mailto:audrey.wagner@usi.com">audrey.wagner@usi.com</a>
	For Certificates of Insurance	Email: <a href="mailto:clrochester@usi.com">clrochester@usi.com</a>
<b>Personal Insurance</b>	Homeowner Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home.
<b>Construction, Remodeling &amp; Exterior Modifications</b> (Variances)	Variance Applications must be accepted by the BHVA Environmental Committee, subject to Board approval, <b>prior</b> to the commencement of work.	<b>All Contractors</b> MUST sign BHVA's Hold Harmless Agreement and carry general liability insurance. Additionally, <b>Contractors that have employees or helpers</b> must carry workers' compensation insurance.
<b>Kenrick Office</b>	3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	BHVA Admin: Ashley Christoff (585) 424-1540 (585) 424-1553 fax
<b>Kenrick's BHVA Staff</b>	Contact Ashley Christoff to arrange appointments at (585) 424-1540	Site Admin: Ashley Christoff Site Superintendent: Ryan Thompson Portfolio Manager: Anita Smith