

## Bristol Harbour Village Association Quick Reference

<b>Service Requests</b>	Repairs to and maintenance of <i>common area buildings, grounds and sport courts</i> are the responsibility of BHVA.	Call Kenrick at (585) 424-1540 during business hours or submit a service request online through the BHVA Website by clicking: <a href="#">Service Request</a> . You will need to register at first use.
<b>After Hours &amp; Emergency Service</b>	<b>Non-life threatening</b> , after hours service-related concerns <i>Note: Messages left in Kenrick's "general mailbox" after hours will be reviewed 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 the appropriate Staff Member.
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b> Immediately
<b>Refuse and Recycling</b>	Curbside pickup is not available in the BHV, however, refuse disposal is provided by BHVA when you deposit waste in BHVA's Refuse & Recycling Facilities. Recycling is only available at the BHVA Refuse & Recycling Center adjacent to the Community Center.	To arrange for special pickups, contact Casella at (315) 828-6901 or click here: <a href="#">Casella Geneva /South-Bristol</a> . Large amounts of trash, or trash from construction projects, need to be taken to the Town of South Bristol Transfer Facility. Call the ToSB Highway Superintendent at (585) 746-6620 or click here: <a href="#">ToSB Transfer Station</a> for more information.
<b>Assessment Payments</b>	Payments due on the <b>1st</b> of each month. Payments not received by the 15th of the month will be subject to a \$25.00 Late Fee for developed Lots and a \$9.75 Late Fee for undeveloped lots. Unpaid assessments and fines shall be added to the Owner's BHVA account; the Owner may be subject to additional penalties up to and including foreclosure.	4 Ways to Pay BHVA Fees: <ul style="list-style-type: none"> <li>Via USPS sent to the noted PO Box</li> <li>Autopay or one-time payments through Western Alliance Bank at: <a href="#">WAB Payments Page</a>  Mgmt Company: Kenrick Corporation (5023)  Assoc: BRISTOL HARBOUR VILLAGE ASSOCIATION (94)  Property Account Number: 94-xxxxx (from your payment coupon book or email reminder)</li> <li>Pay online with a credit card (fees apply)</li> <li>Set up payments through your bank</li> </ul>
<b>NSF Fee</b>	Checks returned for insufficient funds	Amount: <b>\$35.00</b>
<b>Association Insurance Master Policy</b>	BHVA insurance covers damage to BHVA infrastructure, buildings and common areas and liability for claims occurring there	If you need to contact BHVA's insurance provider, or need a Certificate of Insurance for it, please call Kenrick at (585) 424-1540
<b>Personal Insurance</b>	Owner's Responsibility	Contact your insurance agent to ascertain the best coverage for you and your home
<b>Landlord Insurance</b>	Renting Unit Owner's Responsibility	If you are a Renting Unit Owner, BHVA requires specific minimum coverages as stated in the Rental Rules, click here: <a href="#">BHVA Rules &amp; Regs Page</a>
<b>Construction, Remodeling &amp; Exterior Modifications (EC Variances)</b>	Complete an Exterior Project Application package from the <a href="#">BHVA Forms Webpage</a> and submit it with all required artifacts to the Management Company. BHVA Environmental Committee (EC) approval is required <b>prior</b> to the commencement of work.	<b>All Contractors</b> MUST execute BHVA's Hold Harmless Agreement and carry insurance as required by BHVA. <b>All Contractors that have employees or helpers (even family member helpers)</b> must carry Workers' Compensation Insurance. The <a href="#">EC Exterior Project Application</a> states these requirements clearly.
<b>Kenrick Main Office</b>	3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	BHVA Admin: <a href="mailto:bhva.admin@kenrickfirst.com">bhva.admin@kenrickfirst.com</a> (585) 424-1540 (voice) (585) 424-1553 (fax)
<b>Kenrick On-site BHVA Staff and Office</b>	BHVA Community Center 30 Golfside Circle Canandaigua, NY 14424 Call (585) 737-3523 for appointments outside of office hours posted on the <a href="#">BHVA Website</a> .	Site Admin: <a href="mailto:bhva.admin@kenrickfirst.com">bhva.admin@kenrickfirst.com</a> Property Manager: Hannah Morse Click here for more information: <a href="#">About BHVA</a>