

# KEEP FOR REFERENCE



## Bristol Harbour Village Association

<b>Service Requests</b> M-F (8:30am-4pm)	Repairs to <i>common elements</i> are responsibility of BHVA	Kenrick Service Coordinator: Michele Anderson Phone: 585-424-1540 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	Please call 585-424-1540, and leave your name, unit #, property name, telephone #, and request/concern with the answering service. If an emergency, the answering service will alert Site Superintendent and Portfolio Manager.  <i>Please note: Messages left in the "general mailbox" after hours will be received the following business day.</i>
	<b>For Emergencies</b> needing fire, police, or ambulance response	<b>Call 911</b> Immediately
<b>Refuse/Recycling</b>	Trash is picked up bi-weekly. Please contact Casella at (315) 781-6500 to arrange for special pick-ups. Recycling is available at the BHVA trash room.	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>• Automatic withdrawal through Alliance Assoc. Bank</li> <li>• Pay online with a credit card</li> <li>• Set-up an automatic payment through your bank</li> </ul> <i>(see full details/instructions in your Welcome Packet)</i>
<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 (Variances)</b>	Variances must be accepted by the Environmental Committee, subject to Board approval, <b>prior</b> to the commencement of work.	<b>All contractors MUST carry general liability AND workers' compensation insurance to work on BHVA property.</b>
<b>Kenrick Office</b>	Kenrick Corporation 3495 Winton Place, D-4 Rochester, NY 14623 <a href="http://www.kenrickfirst.com">www.kenrickfirst.com</a>	585-424-1540 585-424-1553 fax
<b>On-Site Superintendent</b>	Meeting with Site Superintendent is by appointment only.	McKinley (Mac) Wolfe – <a href="mailto:mwolfe@kenrickfirst.com">mwolfe@kenrickfirst.com</a>