



We put the *HOME* in housing.

MEMO

TO: Owners of the Reading Woods Condominium

FROM: Mike Previti, Peabody Properties, Inc.
(Managing Agent for Reading Woods Condominium (effective 9.1.17))

DATE: August 8, 2017

RE: Introduction and Condominium Fee Payments

A warm welcome to you all from your new management team.

We would like to take this opportunity to introduce our Peabody Properties team who are ready to manage Reading Woods beginning **September 1st, 2017**. We greatly appreciate your patience during this transition period. We have been working closely with the Board of Trustees over the last couple of months and look forward to working with all of the owners for the betterment of the property.

In order to keep you up-to-date and informed as we move ahead with the new management process, we ask that you pay special attention to the below information:

Condominium Fee Payments - Effective September 1, 2017

- All condominium payments for September 2017 should be mailed to the following address no earlier than August 15th:

Reading Woods Condominium Trust
PO Box 845623
Boston, MA 02284-5623

- If you have already mailed your September payment to The Dartmouth Group lockbox, please advise us at **781.794.1000** or via e-mail at readingwoods@peabodyproperties.com.
- If you currently utilize the **Direct Debit** option to pay your monthly condominium fee, you will need to send your September payment via check to the lockbox address listed above, as it will take time to transition banks. If interested in continuing or signing up for the direct debit service under Peabody Properties, Inc., please fill-out the attached fillable form and e-mail to us directly at the e-mail address above.

Please continue to contact the Dartmouth Group at the Reading Woods management office by calling the current phone number - **781-275-3133**. This number will remain in effect for the next couple of weeks until we fully transition. A new (on-site) phone number will be provided to you shortly. Stay tuned!

We appreciate your patience and understanding and look forward to meeting all of you very soon.

Thank you.



**MARK
LOMBARDI**
Property Manager

Mark provides support for the day-to-day management operations, with a complete understanding of all respective condominium documents, ensuring that the property's operational procedures are conducted in accordance with their requirement. He assumes accountability for property operations, including client relations, administration, financial management, maintenance and repair and capital projects. He supervises maintenance staff, setting performance goals and benchmarks and, assists the Board in preparation of monthly and annual meetings. He ensures that work orders are appropriately written and assigned, working closely with the Senior Property Manager.



**JOSH
RICE**
Service Manager

Josh works directly with the Property Manager and Senior Property Manager, performing routine and preventive maintenance on a scheduled basis. He walks/inspects the property on a daily basis and maintains an up-to-date inventory of equipment and supplies. He ensures all necessary seasonal grounds maintenance is completed; including snow/ice removal, pruning of trees/shrubbery, mowing of lawns, planting, etc. He performs/assigns work orders timely (non-emergency usually 24-48 hours maximum; emergency immediate response up to a 30-minute maximum) and documents information clearly and completely; demonstrating a professional and courteous manner at all times.



**MIKE
PREVITI**
Senior Property Manager

Mike is a dynamic leader with strong supervisory/personnel skills. With overall supervision for all on-site staff at Reading Woods, Mike assists with every aspect of the condominium operation, including financial management, property maintenance, repair and capital projects. He ensures the enforcement of association rules and regulations with consistency and courtesy, offering guidance and assistance as needed. He offers expertise in budgeting, condominium association administration and the technical operation of the property. He oversees property operations with fiscal responsibility; using all reasonable cost saving measures to stabilize expenses and, communicates regularly with the Property Manager and Vice President of Operations.



**SARAH
MARPLES**
Assistant Controller

Sarah works with the Finance and Accounting team in the preparation of budgets, forecasts, analyses of financial performance and other relevant financial information. She monitors revenues and expenses to ensure accurate recording to the general ledger and highlights any material variances from the budget in the monthly financial report. In communication and collaboration with the management team, Sarah prepares monthly financial packages that communicate the financial position of the Association and help assess whether financial goals are being met or if adjustments are needed.



**ADAM
KENNEY**
Vice President of Operations

Adam serves on PPI's Leadership Team as Vice President of Operations, providing oversight and guidance in all disciplines of property management. He has developed a specialization in the management of condominium associations and has gained the respect of Boards of Directors throughout our managed portfolio. He works closely with the property manager and service manager, enabling them to develop a greater sense of empowerment, accountability and quality assurance. He assumes ultimate accountability for every aspect of the property operation performed by our staff, including, but not limited to administration, marketing/leasing, property owner relations, financial management, property maintenance, repair and capital projects. He assures that the community is well-maintained and financially sound and, that each owner is treated with respect and fairness.