

# PROPERTY MANAGEMENT ASSOCIATES

## Property Management Associates (PMA)

Property Management Associates provides the day-to-day operation of the Condominium Owners Association. PMA works with our Board of Directors and the Association's various committees to create options or solve problems.

## Property Management Associates Responsibilities

- Assists our Finance Committee with annual budget preparation and financial oversight
- Works with contractors and vendors in facilitation of common area maintenance issues and special projects, as well as proposal solicitation and facilitation of contracts.
- Common Area Examples:
  - AC/heating, trash issues, cleaning, carpeting, painting, elevator maintenance
  - Entrance doors or common element interior doors, entrance telephone system
  - Building sprinkler system, fire suppression/alarm system (if alarm is going off or system appears to need resetting)
  - Issues or concerns with regard to the planting beds/plant materials at the immediate front or sides of each building.
- Receives residents' monthly assessments. You will receive a payment book and envelopes. If you wish to pay online go to [info@thinkpma.com](mailto:info@thinkpma.com) or call 757-646-6247 for instructions.
- Attends and assists with Board of Directors' meetings
- PMA is responsible for notification of violations to the governing documents
- **Remember: Call 911 for emergencies such as fire, flood, or anything that could be a threat to life or safety before calling PMA.**

## PMA Important Numbers

- Key Personnel:
  - Foster Haynes Phone: 757--793-5487 jhaynes@thinkpma.com
  - John McPartland Phone: 757-646-6247 Fax: 757-351-0023
  - john@thinkpma.com