

**BIRCHWOOD PROPERTY MANAGEMENT
HOLIDAY VACATION RENTAL, LLC**

6789 S. Lake Shore Drive
Harbor Springs, Michigan 49740
FAX: 231-242-0735
Phone: 231-242-0730 ext. 228



Dear Condominium Association Members and Directors:

Birchwood Property Management provides management and maintenance services to Condominium Associations. We work closely with the board of directors to help oversee and maintain the common areas of the Association. We also assist to create a financial program that works with the Association's budgeting needs.

About Birchwood Property Management

Birchwood Property Management (BPM) is a division of Holiday Vacation Rentals that oversees more than two-hundred homes and condominiums in the area. BPM is affiliated with Schmidt-Rogers Property Management which currently manages twenty-three associations throughout Northern Michigan. Our collective experience brings the knowledge and resources needed to work with boards and homeowners to ensure that the Association's business is conducted in a fiscally prudent manner.

SERVICES

BPM will oversee all on-going maintenance requirements for buildings and grounds including the bid processes for capital improvements. We respect the financial commitment that each owner has made in buying property in the Association, and we work to maintain an enjoyable environment supported by the condominium bylaws.

Throughout the year, we will converse with the board of directors regarding the finances of the association, and discuss maintenance and repair issues. We will assist the board in setting goals, establishing operating & reserve budgets, and in the implementation of those goals. Weekly site visits will be scheduled throughout the year to ensure that grounds and building maintenance are performed to established standards and to identify areas of concern.

In addition, we serve as the owners' conduit for concerns or complaints. Should you, as an owner, have questions about your account or a concern about the governing documents, we encourage you to call our office.

Birchwood Property Management maintains a staff of maintenance personnel that can respond to many general maintenance requirements without the need to contact outside vendors. As a result, we are often able to respond to maintenance tasks more timely than management companies that need to rely on outside vendors.

We also offer a *winter watch* program that can be scheduled on a weekly or bi-monthly basis.



www.holidayvacationrental.com

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We inspect both the interior and exterior of the property and report any signs of trouble or concern. The program includes monitoring snow loads on roofs and decks, looking for signs of pest/rodent entry, checking the security of all windows and doors, and checking for proper furnace operation.

Accounting functions and tax return preparations for the Association can be performed by BPM or handled by the Association accountant.

We look forward to helping serve your Association needs. Please feel free to contact us if you have any questions.

Very truly yours,

Alan R. Hammond
Jared Hammond
Michael Rogers

CONTACT INFORMATION

Birchwood Property Management
6789 S. Lake Shore Drive
Harbor Springs, MI 49740

Office hours are Monday-Friday, 9:00-5:00 EST

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Secondary contact: (bylaw matters and notices)

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