

**PROPERTY MANAGEMENT ASSOCIATES  
POST OFFICE BOX 1201  
WILLISTON, VERMONT 05495**

**TELEPHONE: 802-860-3315**

**FAX NUMBER: 802-657-3303**

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April 22, 2019

Dear Home Owner,

Property Management Associates has been selected by St. George Community Cooperative's Board of Directors to provide management services to your Co-op. Our staff consists of: Scott, Rob, Caleb, Mark, Melanie, Irene and Kari.

A Welcome Packet with more information will be coming shortly. In the meantime, to help you adjust and transition smoothly here is some important immediate information.

We are in the office Monday to Friday from 8 AM to 4 PM. If your call is not answered during these hours please leave a message and we will call you back as quickly as possible. The voicemail is checked frequently throughout the business day. If you have an afterhours EMERGENCY please call our office and follow the recorded instructions. For any non-emergency issues please feel free to leave messages after hours and we will get back to you once the office is open again.

Your lot rent is due on the first day of each month and should be made payable by check or money order to: **St. George Community Co-op**. Please **list your street address in the memo line** of your payment. You can have your bank send us a check monthly by creating an auto-payment either online or at your bank. The monthly lot rent is \$415 until the enclosed 60-day lot rent notice goes into effect beginning July 1, 2019. As of July 1, 2019 the Member Rate is \$455 and the Non-Member Rate is \$480.

All payments and correspondence should be mailed to: **Property Management Associates, Post Office Box 1201, Williston, Vermont 05495**.

Please take a moment to fill out the attached Home Owner Information Form and return it to our office at your earliest convenience. You can email this to [mel@vtpma.com](mailto:mel@vtpma.com) if you prefer.

If you should have any questions or concerns, please do not hesitate to call our office at the above number. We look forward to providing excellent management service to your Association.

Sincerely,

*Scott Michaud*

Scott J. Michaud  
Property Manager

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