



FIRST CHOICE PROPERTY MANAGEMENT, INC.

48 Hamlet Avenue • Woonsocket, RI 02895

Phone (401) 765-7300 • Fax (401) 762-0142

<http://www.firstchoicepropertymanagementri.com>

New HomeOwner
137-145 Burt St.
Norton, MA 02766

Dear New Home Owner;

First Choice Property Management would like to take this opportunity to welcome you to **Townhouse Estates Condominium**. As the managing agent for the Association, we handle the day-to-day operations of the Community at the direction of the Board of Trustees and assist the Board in fulfilling their obligations. Our goal is to provide the Community with courteous service and clear and concise answers. Your monthly fee in should be sent to arrive on the 1st of each month; we do not send invoices out. To assist you, we have summarized some important Community information for you to follow:

• **You may forward all correspondence to:**

Townhouse Estates Condominium
c/o FIRST CHOICE PROPERTY MANAGEMENT, INC.
48 Hamlet Avenue
Woonsocket, RI 02895

• **Telephone Number/24 hours**

(401) 765-7300

• **Your monthly condominium fee is:**

Varies by unit based on beneficial interest; contact First Choice to confirm amount

• **Fee due date:** 1st of every month

• **Late Fee:** \$20 after the 15th

• **Property Manager:** Amy Marsden

• **The common area insurance company is:**

Gencorp Ins. (401) 884-7800

• We recommend that you contact your personal insurance agent to ensure your new home is adequately insured.

Please contact us with any questions, comments or ideas that will enable us to better serve you.

Sincerely,
Amy Marsden