



First Choice Property Management

Property Management, Rental Services and Real Estate

48 Hamlet Avenue • Woonsocket, RI 02895 • Phone (401) 765-7300 • Fax (401) 762-0142

Dear Condominium Owner:

This letter is to advise that First Choice Property Management, Inc. located at 48 Hamlet Avenue in Woonsocket, RI 02895 has been employed by the Townhouse Estates of Norton in the collection of all monthly condominium fees and property management issues associated with the property that you currently own.

In order to administer these finances on a cost-effective basis, it is necessary to set forth the following terms and conditions as they relate to your obligation as an Owner:

- A. All Monthly Condominium Association fees, **starting with the payment for December 1, 2010**, must be made payable by check or money order to:

**TOWNHOUSE ESTATES OF NORTON CONDOMINIUM
ASSOCIATION
c/o First Choice Property Management, Inc.
48 Hamlet Avenue
Woonsocket, RI 02895**

- B. All fees are to be paid **monthly** and are due on or before the **first** of the month. (Payment envelopes have been enclosed for your convenience.)
- C. A late fee will be assessed on all late payments, in accordance with the bylaws of your Association.

For any question or concerns you may have, please contact Heidi Robinson at (401) 765-7300 ext 21.

Very truly yours,

Townhouse Estates of Norton Board of Directors

You Own, We Manage!

www.FirstChoicePropertyManagementRI.com



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First Choice Property Management, Inc.

First Choice Realty was started in 1981 as a company specializing in residential and commercial rentals and sales. As the business increased, the demand to create a property and condominium management department led to the creation of First Choice Property Management. Over the years, we have taken great pride in our ability to provide the same professional attention and service to all of our clients, from the largest condominium associations to owners of single-family homes.

First Choice Property Management currently offers all of the real estate services necessary to meet the needs of residential and commercial property owners, such as:

1. Property Management
2. Real Estate Sales
3. Apartment/Home Rentals
4. Maintenance Services
5. Professional Record Keeping Services

First Choice Property Management is a member of the Northern Rhode Island Chamber of Commerce, a member of the Northern Rhode Island Board of Realtors, and a member of the New England Chapter of the Community Associations Institute.

Staff

Michael DiCarli – President/Broker

Andrew Sirignano – Property Management Advisor/Rental Supervisor

Paulette J. Silva – Property Manager

Heidi Robinson – Property Manager

Christopher DiCarli – Maintenance Supervisor

Greg D'Andrea – Licensed Rental Agent

Melissa Miceli - Bookkeeper

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