

Mountainside Condominium Association Board of Directors

April 8, 2021

Dear Mountainside Association Member,

During the Special Meeting of the Board of Directors last night, the Board approved the hiring of a new Property Management Contractor.

KMK Property Management is under contract effective as of today.

Attached please find a Welcome Letter and contact information for your reference.

The contractor has asked that each unit please provide updated contact information for their records.

Please complete the client contact document and return it to admin@kmkvt.com at your earliest convenience.

The Mountainside Board is very excited to begin a new professional relationship with Chad and the team of KMK Property Management.

Sincerely, MCA Board



KMK Property Management
PO Box 966
Waitsfield, VT 05673

April 2021

Dear Mountainside Owner:

We are happy to introduce KMK Property Management as the property management company of Mountainside Condominium Association.

KMK was started in 2008, initially concentrating on residential properties in the Mad River Valley. With the addition of Mark Koenig to the team in 2016 the company grew to include both commercial properties and condominiums.

For any questions, concerns, maintenance issues or general inquiries please do not hesitate to reach out to our office staff at **(802) 496-4760** or via email at **admin@kmkvt.com**.

The office is open Monday-Friday, but KMK is available 24/7 for emergencies. In the event of an after-hour **emergency** contact the on-call phone at **(802) 279-6758**. Please reserve the use of this line for emergencies only and contact the office directly via email or **(802) 496-4760 for any non-emergency**.

Please don't hesitate to reach out for any additional information about our company or just to introduce yourself!

A few important notes:

- Our mailing address is:

**KMK Property Management
PO Box 966
Waitsfield VT 05673**

- Our email address is: **admin@kmkvt.com**
- All payment and accounting questions should be directed to our bookkeeper, Kristin Babic. Kristin's direct email is **accounting@kmkvt.com**

PLEASE NOTE: *Individual unit owners will only receive invoices from KMK when work is contracted directly between the Unit Owner and KMK. (ie. KMK moves furniture, completes a renovation, etc). KMK will not have any involvement in the billing of Association-related expenses such as HOA dues.*

We would appreciate all owners taking a moment to fill out the attached Client Contact Form for our records.



Property Management

PO Box 966

Waitsfield, VT 05673

(802) 496-4760

Client Contact Form

Name(s): _____

Local Vermont Address: _____

Primary Phone #: _____

Primary Mailing Address:

Primary Email: _____

Secondary Phone #: _____

Secondary Email: _____

Emergency Contact (name, phone, email): _____

Additional Important Info: (i.e. door and alarm codes if applicable)
