



Parkview Hills Management Company

April 8, 2024

Members of Brewer Farms Condominium Association:

Parkview Hills Management Company would like to introduce ourselves as the new management and maintenance company *starting May 1, 2024*. We're excited to work with you and appreciate this opportunity.

Our responsibilities, in support of board policy and initiatives, include enhanced communications with you, the co-owners, managing capital improvements and building maintenance, bookkeeping, and preparing your annual budgets and monthly financial statements.

CONTACT INFORMATION

Brewer Farms Condominium Association
c/o Parkview Hills Management Company
3329 Greenleaf Blvd.
Kalamazoo MI 49008

Phone: **269-375-0327**
www.parkviewhills.net
Email: admin@parkviewhills.net

MANAGEMENT TEAM

Scott Vandeboss, Owner/Managing Agent
Karen Vandeboss, Operations Coordinator
Debi Joling, Property Manager
Olivia Allen, Assistant Property Manager

Julia Fick, Assistant Property Manager
Genevieve Burns, Accountant
Dayna Howell, Maintenance Supervisor

HOW TO REACH US:

Phone or text: 269-375-0327 for general business, text, and 24-hr Emergency calls.

EMERGENCIES: OPTION #6 ON THE MENU-
(Always dial 911 for medical, fire emergencies, and police.)

Email: admin@parkviewhills.net

ASSOCIATION FEES

Starting May 2024, **Parkview Hills Management Company will be handling your payments.**

How to pay: (choose 1 option)

- Bank payment set up through Highpoint Bank— if you already have this set up, nothing changes.
- Mail a check to:
Brewer Farms Condominium Association
c/o Parkview Hills Management Company
3329 Greenleaf Blvd
Kalamazoo MI 49008
- Place a check in the drop box: Building D, lower level.

3329 Greenleaf Blvd., Kalamazoo, Michigan 49008 • Phone: 269-375-0327 • www.parkviewhills.net

- Mail your payment to:
Brewer Farms Condominium Assoc.
P.O Box 783
Marshall, MI 49068
- Set up an electronic payment through *AppFolio*.
There is a \$2.49 fee for each check. This allows us to pull the funds from your linked bank account. (It's easy and a great way to avoid late fees). More "how-to" info to come.

****Please do NOT send your May payment to New Horizon
Please make checks payable to Brewer Farms Condominium Association.**

NOTE: anything received on or after the 16th of the month is considered late and a late fee will be assessed.

Please come to the annual co-owners meeting MAY 22, 2024 to say hello!

We look forward to meeting you and providing our services to Brewer Farms Condominium Association. Should at any time you have a question or concern arise, please do not hesitate to contact me or any one of our team members for assistance.

Sincerely,

PARKVIEW HILLS MANAGEMENT COMPANY

Scott Vandeboss

Owner/Managing Agent