



VILLAGE AT CANDIA CROSSING CONDOMINIUM ASSOCIATION

Dear Owners,

First, we are delighted to receive an appointment from your Board of Directors as your new Association management team. Here at Realty Management Partners (RMP) we love what we do, and we are excited to begin supporting your Board and your community. With this introduction, let me highlight a couple of points you will want to note on your calendar and, in some cases, in your email settings.

- **Dues:** Before the end of August, RMP will send an activation link to every unit which will enable them to set up their unit's portal and schedule an automatic ACH for your condo fees starting September 1, 2025. You may also pay your condo fees via your bank's bill pay service or by mailing a paper check. If you have already pre-paid August or have credit, our office will be receiving this information from your previous management team at the beginning of September, so your ledgers will be accurate near the start of October.

Make Checks Payable: Village at Candia Crossing Condominium Association

Account Number: CANCRO along with your Unit Number & Street (example: CANCRO115PD)

Mailing Address: c/o Realty Management Partners, LLC 8025 South Willow Street Suite 211, Manchester, NH 03103

- **SPAM Filter:** While we like to think that most everything we send out is important, sometimes personal emails will "spam out" Realty Management Partners communications. To avoid missing important notices, please whitelist the following address to ensure no communications are lost between the cracks: donotreply@appfolio.com and newstar-mail-system@newstar.mailer.appfolio.us. This link reviews various methods for whitelisting depending on which email you use: <https://clean.email/blog/email-security/how-to-whitelist-an-email>.
- **The RMP Portal will be your best tool** for paying your condo fee, reviewing your account ledger, downloading association documents, as well as placing maintenance service requests.
- **Point of Contact:** I will be your property manager for the interim as we ramp up your community. I will announce who the property manager will be in the coming weeks. I can be contacted at 603-206-6807 or via email at sted.h@rmp-re.com. In addition, the following list can be used should you need to contact a specific department within our office. In case of emergency, where property and/or safety are at immediate risk (broken water pipe, for example) please call the same general office number at the foot of this letter and follow the prompts to report your emergency.

Accounting

Administration

Maintenance

Handyman Services

billing@rmp-re.com OR 603-709-3103

CustomerService@rmp-re.com OR 603-709-2645

Maintenance@rmp-re.com OR 603-709-8921

Handyman@rmp-re.com OR 603-709-8921



By way of further introduction, we launched in 2015 with the recognition that condo association management is about supporting quality of living within the community as well as enhancing and protecting high value community assets that equally support the values of individual units. While the industry is well established, our team has consistently seen a gap between traditional Association management and a level of responsiveness and proactive planning that communities and Boards want from their management team.

Our team's focus is on delivering the consistent service that homeowners really want to see. This translates to responsiveness to homeowner inquiries as well as the development of relevant data and options for your Board's consideration as they make decisions affecting the quality of living for your community.

In addition, our experience and attention to detail expands beyond condominium management into handyman services. Should you need work done on your unit's interior, we are fully staffed to engage with whatever you need.

In sum, we welcome you to the Realty Management Partners family of homeowner associations. In the interim, if you have immediate questions or concerns, feel free to reach out to your property manager or administration.

Best regards,

Sted Holton

Director of Community Operations

Realty Management Partners, LLC

Sted.Holton@rmp-re.com

603-206-6807



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Management
Partners

Village at Candia Crossing Condominium Association Owner Registration Form

Unit Address: _____

Purchase Date: _____ Move in Date: _____

Primary Residence for Owner: ☐ Yes or ☐ No

Owner Information

Name: _____

Mailing Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

If the home is in a trust, please list the Trust's name as well as the name(s) of the Trustee(s) and their contact info in the section for owners. If named Trustees are different from the residents, please place all resident information in the Tenant section.

Tenant/Other Occupant Information *(if applicable)*

Lease Begins: _____ Lease Ends: _____

Name(s): _____

Email: _____ Phone: _____

Vehicles

Vehicle #1 Year/Make/Model: _____ Color: _____ Plate: _____

Vehicle #2 Year/Make/Model: _____ Color: _____ Plate: _____

Animal Registration

☐ There are no animals present/allowed in this unit.

☐ I would like to register the following animal(s) to my unit and agree to the requirements below.
I need to fill out the Animal Registration Form and submit it with complete supporting documentation.

Pet Name: _____ Breed/Color: _____

Pet Name: _____ Breed/Color: _____