



# First Realty Management

## Condominium Management: Managing for Success

YOUR PROPERTY MANAGEMENT SOLUTION.

“First Realty is highly professional and adds great value to our community. Your manager has been a tremendous asset on a daily basis. Your Facilities Manager has offered great insight into the building’s condition and maintenance. And your corporate executive staff helped us raise revenues and control costs. Collectively, First Realty has been wonderful to work with, and we are fortunate to have you as a partner.”

— Condominium trustee, North Quincy, Massachusetts

Successful, vibrant condominium communities depend greatly on securing the right property management solution. **Whether your condominium is a historic redevelopment, a contemporary high-rise, a garden-style, or townhouse, finding the right property management partner is crucial.** And while the tendency may be to evaluate potential partners on price alone, there are many other important variables to consider. **The myriad of responsibilities**—building and grounds maintenance, communication, financial planning and reporting, management and administration—require specific skills, honed through years of experience and delivered with care by responsive professionals.

At First Realty Management, **a smooth transition is always our first priority**, even before a new management contract begins. In handling condominium transitions for over 25 years, we have developed a detailed checklist that helps to ensure your financial and employee records, meeting minutes, files, documents, policies and other important information do not fall between the cracks. We can arrange for an audit, if the Board has concerns. We can evaluate and retain current staff and contractors or replace them as needed. Our goal is a seamless transition, with professional performance on our part providing peace of mind (but no extra effort) for the Board.

We specialize in developing customized solutions that minimize disruptions and maximize satisfaction, enhancing the value of your property, and delivering the best possible return on your investment. In new condominiums we help you to **identify and train resident leaders and potential board members**, including organizing and guiding **committees**. We know the difference that experience, responsiveness, and thinking ahead can make. That’s why First Realty Management exceeds expectations without exceeding the budget—protecting and enhancing the value and marketability of your property, as well as your quality of life.

### CAPABILITIES / SERVICES

#### SOME KEY CAPABILITIES

- > Customized management programs
- > 24-hour emergency response team
- > Operating and reserve budgets
- > Financial reporting and strategy
- > Capital needs assessments
- > Preventive maintenance planning
- > Capital improvements
- > Contract coordination and supervision
- > Utilities analysis and conversion programs
- > Insurance risk management
- > Concierge services
- > Recreation facilities
- > Information technology
- > Human Resources, Marketing, Public Relations
- > Strong, qualified back-up staffing team

### AWARDS, ACHIEVEMENTS, ACCOLADES

50 years experience **HONORING COMMITMENTS** to property owners, residents, employees, board members, regulatory agencies and financial institutions. Current portfolio of some 6,000 residences in over 40 properties.

Honored with the prestigious **ACCREDITED MANAGEMENT ORGANIZATION®** designation from the Institute of Real Estate Management.

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## ABOUT US

First Realty Management has been in the business of managing affordable, market rate, and luxury housing for over 50 years, bringing special insight to every challenge and opportunity. Resources include in-house departments for Risk Management, Marketing, Communications, Construction Supervision, Central Purchasing, Human Resources and Accounting. Our full-time experts are available to assist with everyday responsibilities or with special projects. Creating and maintaining a high quality of life balanced with fiscal responsibility requires experienced and responsive services. These responsibilities are all hallmarks of property management that define the way we think—and the things we do—at First Realty Management. That’s why we are and always have been first.

Contact us to learn more.

## SAMPLE LISTING OF CONDOMINIUM ASSOCIATIONS MANAGED

CONDOMINIUM	PROPERTY TYPE	UNITS	LOCATION	SINCE
Battle Road Farm	Townhouse (TH)	120	Lincoln, MA	05/94
Black Rock*	Single-Family Homes	138	Hingham, MA	09/02
Botany Bay I	Townhouse	80	Worcester, MA	07/02
Botany Bay II	Townhouse	43	Worcester, MA	07/02
Chapman’s Reach	Single-Family/TH	152	North Quincy, MA	02/00
Crescent Gate*	Mid-Rise/TH	69	Sturbridge, MA	08/06
Davenport Commons	Mid-Rise	61	Boston, MA	07/03
Englewood Heights	Mid-Rise	86	Brighton, MA	12/99
Fresh Pond Place	Mid-Rise	58	Cambridge, MA	10/05
Great Brook	Townhouse	116	Norton, MA	01/04
Highlands	Townhouse/Garden	35	Needham, MA	09/85
Longyear at Fisher Hill*	Mid-Rise/TH	44	Brookline, MA	09/98
Quisset Brook	Townhouse	56	Milton, MA	12/84
Salisbury Green	Townhouse	94	Worcester, MA	01/97
Salisbury Hill*	Townhouse	280	Worcester, MA	06/04
Salisbury West	Townhouse	118	Worcester, MA	02/93
Seaport/Marina Bay	High-Rise	125	North Quincy, MA	03/05
Timberbrook	Townhouse	150	Boylston, MA	01/85
Turtle Crossing	Mid-Rise	201	Braintree, MA	07/06
Villages at Walker Meadow	Townhouse	100	Westborough, MA	08/06

\* Units currently under construction.

First Realty manages some 6,000 residential units, including condominiums, board-controlled housing, conventional, market rate, luxury and affordable rental apartments in Massachusetts, Rhode Island and New Hampshire, at over 40 developments ranging in size from 3 to 540 units. First Realty Management provides full service management to its entire portfolio.

## AWARDS, ACHIEVEMENTS, ACCOLADES

(continued)

Broad **IN-HOUSE RESOURCES** available to every manager.

- Senior staff include **PAST PRESIDENTS** of the Institute of Real Estate Management (IREM), the Community Associations Institute (CAI), and the Rental Housing Association (RHA) of the Greater Boston Real Estate Board.

- The company’s founder chaired the Bar Association Committee that drafted **MASSACHUSETTS’ FIRST CONDOMINIUM LAW**. The company managed one of the earliest condominium conversions in Massachusetts in 1971, and in 1983 **MANAGED AND MARKETED ONE OF THE LARGEST AND MOST SUCCESSFUL CONVERSIONS OF THE ERA**, at Tremont-on-the-Common in Boston.

- First Realty Management has achieved both **REGIONAL AND NATIONAL RECOGNITION** as the winner of several industry-sponsored awards to promote the highest standards in professional property management.

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