



**SELECTIVE  
PROPERTY  
MANAGEMENT, INC.**

P. O. Box 299 Greenville, RI 02828-0299

(401) 231-8588

September 5, 2002

Dear Northface Resort Condominium Unit Owner:

We are pleased to announce that effective October 1, 2002, **SELECTIVE PROPERTY MANAGEMENT, INC.** will be assisting your Board of Directors in the administrative and financial management of the Northface Resort Condominium Association.

As in the past, all checks should be made payable to the Northface Resort Condominium Association (NFRCA), and your unit number should be noted on the check. However, now, payments and any correspondence should be forwarded to:

**Northface Resort Condominium Association  
P.O. Box 299  
Greenville, RI 02828-0299**

Payments are due by the 1<sup>st</sup> of each month. If any payments are not received in the Association's office by the allotted grace period (the 15<sup>th</sup> of a month), late charges will be automatically assessed to your account. In the next several weeks, we will be reviewing each unit owners' account and will notify those that show a balance due. If you receive a notification of a balance due and you have a cancelled check for the period stated, please forward a copy of the cancelled check (both sides) to have it credited to your account, if possible.

Any problems or questions of a non-emergency basis should be referred to the office of **SPM** during the hours of 8:30 am and 4:30 pm on Monday through Friday at **(401) 231-8588 or 1-800-498-1181**. You may also email us at **SEPRMA@aol.com**.

Being a full management company, **SPM** also has a 24-hour emergency service available. Should a problem arise in a common area of the complex during non-office hours, please call **(401) 621-4900**.

If you experience a problem within your unit, whether it be electrical, plumbing, carpentry, etc., you may contact our office for a referral; or you may contact any sub-contractor of your choice. The responsibility of this work is solely that of the unit owner, as provided in the Condominium Documents and the By-Laws of the Northface Resort Condominium Association.

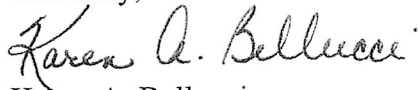
Also attached is a **Unit Owner Information Sheet** that we are respectfully requesting that you complete for the unit you own at the Northface Resort Condominiums. This sheet will assist us

in verifying the information that will be given to us by the previous management firm for all the units in regard to the correct mailing address and telephone number of the unit owner and the correct full-time renter information, if any, for emergency purposes only. Please be assured that all information is kept confidential and telephone numbers are only used for emergency notification. Please complete the form and return it in the enclosed self-addressed envelope.

Owners are reminded that all rules per the Association's condominium documents stand, especially regarding rentals, parking, pets, trash, etc. Those owners who do rent their units should always have a list of the Association's Rules posted in the unit to avoid any problems.

**SELECTIVE PROPERTY MANAGEMENT, INC.** is proud to have been chosen as your new management company and is anxious to serve you.

Sincerely,



Karen A. Bellucci  
President

KAB/hc

Enclosures

- Unit information Sheet
- Self-Addressed Envelope