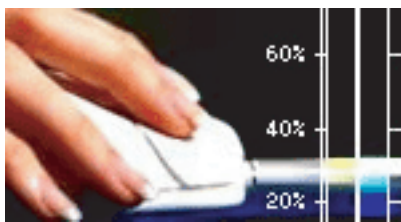


Barrington

Barrington Management is a real estate service organization specializing in the management of condominiums and apartment complexes. Barrington clients receive the most comprehensive array of services and industry expertise.



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Barrington

Management Services

Our goal is to serve the best interests of the Board of Trustees and unit owners by creating a well-operated Association. We provide our clients the highest level of **management** that's tailored to each individual property's needs. Barrington also provides a **preventative maintenance** program that insures the value and integrity of the property is maintained and matures. We pride ourselves on the personal attention that each Association receives, and as a condominium trustee or unit owner, you can be assured that your property will be maintained at the highest possible level.

Reducing operating costs, collecting delinquent condominium fees, and maintaining clean common areas and groomed grounds are just a few of the ways in which we meet our goal. Barrington prides itself on achieving consistent management practices at all its properties.

Reducing Operating Costs

We reduce costs by performing energy audits, and with the Board's approval, implement measures to increase efficiency in the consumption of heating oil, water and sewer, and electricity.

Collection of Delinquent Fees

Management of late and/or non-paying accounts are crucial in keeping Associations financially sound in today's economy. Our professional accounting staff aggressively pursues collections.

Maintenance

Barrington Management is committed to providing the highest quality of service. Our service is guaranteed and our reliable in-house staff and vendors are fully insured.

Property Set-up

To be completed within thirty (30) days of notice to proceed in accordance with Barrington policies.

Supervise Maintenance

Ongoing service provided in accordance with Barrington operating procedures and preventative maintenance program designed specifically for buildings and sites.

Supervise Repairs

Ongoing service provided in accordance with Barrington operating procedures. To be billed at applicable rates.

Site Visit/ Inspections

As required, but not less than twice per month, after set-up with inspection report/punch list.

Employment Site & Staff Supervision

Barrington supervises on-site staff through site visits, weekly site reports, preventative maintenance program set-up and training, and daily phone support. As employer, Barrington administers on-site payroll and benefits.

Engagement Of Outside Vendors

As per Barrington procedures or other mutually acceptable standard operating procedure. Contracts are bid with appropriate performance standards and insurance requirements.

Disbursement Of Operating Expensives

As per Barrington procedures or other mutually acceptable operating procedure.

Invoice & Receipt Collection

As per Barrington or other mutually acceptable operating procedure. Preparation of Budget. Once per year when required by Association in Barrington or other Operations mutually acceptable format.

Financial Reports

Monthly and year-end in accordance with Barrington accounting procedure or other mutually agreeable format.

Cleaning Services

- Qualified, Fully Insured Vendors
- Home Helpers, Inc. (optional)

Outsourced Maintenance Services

(Provided by fully supervised, qualified vendors)

Barrington

Contracted Maintenance Services (Provided by Home Helpers, Inc.)

- HVAC
- Plumbing
- Electrical
- Painting
- Carpentry
- Landscaping
- Snow Removal

Computerized Financials

- Detailed Annual Budget Showing Anticipated Receipts & Expenditures
- Comprehensive Monthly Financial Statements
- Automated Billing & Collection of Condominium Fees
- Timely Payment of Monthly Expenditures
(Segregated Checking & Reserve Accounts Maintained for Each Association)
(Provide Association's Tax Accountant with Thorough Financial Statements Required to Prepare Tax Returns)

Administrative Services

- Delinquency Follow-Up & Late Letters
- 6D Certificates Issued
- Maintain Files in Compliance with Federal, State & Local Regulations
- Monthly & Annual Trustee Meetings Tenants & Owners Apprised of Scheduled Repairs, Association Regulations, Etc.

Capital Expenditure Projects

- Multiple Bids Obtained; Which Must Comply With Management's Standards
- Board Presented With A Minimum of At Least Three Bids
- Completion of Each Project is Carefully Supervised

Personnel

Hire, supervise & discharge Superintendents, Janitors, or any other relevant personnel.

Advisory Services

- Trustees and Unit Owners are Kept Apprised of Issues That Require Action
- Measures are suggested to Increase the Value of Your Investments
- Consumption of Heating Oil, Water & Sewer, and Electricity are monitored Bi-Monthly and Measures to Increase Efficiency Suggested to the Board and Implemented
- Capital Reserve Study
- Liaison with Legal Counsel
- Liaison with Insurance Company

Emergency Services

- Fast, Reliable 24 Hour Beeper Services (One Person on Call, Two on Standby) Determine if there is Danger to Life or Property
- Implement Repair

Routine Maintenance

- Periodic walk-thru by our in-house maintenance staff.
- Schedule, implement and supervise maintenance (cleaning, painting, repair work, etc.)

Preventative Maintenance Program

Barrington Management will work closely with an Association to determine the scope and details of a program that best fits its needs.

Set-up Preventative Maintenance Collection Procedure

- Establish paper flow
- Establish collection schedule

Organize Data

- Develop equipment categories
- Establish equipment code system
- Develop frequency schedules (site specific by quantitative factors)
- Organize equipment materials inventory (filters, belts, etc.)

Barrington

Develop Contractor Preventative Maintenance Bid Specifications

- Review site personnel capabilities
- Develop feasibility plan - site staff vs. contractors
- Bid out Preventative Maintenance tasks

Develop Equipment Preventative Maintenance Manuals

- Collect manufactures maintenance procedures
- Develop Preventative Maintenance step by step procedures
- Organize Preventative Maintenance purchasing schedule and tracking

Train Site Personnel

- Review manuals with staff
- Train staff on routine maintenance
- Train staff on maintaining manuals and schedule checklists

Develop and Maintain Review System

- Develop and track work order system
- Establish review system for on-site Property Manager
 - a) Develop budgeting for Preventative Maintenance (yearly)
 - b) Review for capital improvement budgeting
 - c) Track site personnel performance