

STAFF RESUME`

RICK TAVI - President - Rick oversees the daily operation of every association and manages all major projects, oversees all special projects and problem solves difficult issues for each association.

Email: Metro@mpmcondo.com Extension number: 201

DEANNA CARTER - Vice President - Deanna assists Rick with daily operations as well as communication to Boards, processing letters, arranging and scheduling all meetings. She also handles unit modifications, sending approval/denial letters, and overseeing mailings and newsletters.

Email: Deanna@mpmcondo.com Extension number: 214

KARRY SECOSKY - Treasurer/ Accounts Receivable - Karry handles all association fees and payments for each association. She also handles delinquent accounts and takes appropriate action when necessary as well as other various office operations.

Email: Karry@mpmcondo.com Extension number: 225

GAIL CABLE - Property Manager - Gail works in conjunction with Art by inspecting the communities north of Hall Road regarding work orders, landscape issues and contractor performance. She also works with Art regarding bidding for seasonal contracts and communicating with the Boards.

Email: Gail@mpmcondo.com Extension number: 226

ART SHIPMAN - Property Manager - Art works in conjunction with Gail by inspecting the communities south of Hall Road regarding work orders, landscape issues and contractor performance. He also works with Gail regarding bidding for seasonal contracts and communicating with the Boards.

Email: Art@mpmcondo.com Extension number: 205

APRIL BLOOM - Accounts Payable- April verifies bills for each association, including utility bills and makes sure that they are accurate and paid on time. She also handles all refuse and waste removal.

Email: April@mpmcondo.com Extension number: 207

CATHERINE ORLICH - Bookkeeper - Cathy is responsible for monthly and annual financial statements, payroll taxes, verifying utility bills and reports. She also assists in bidding insurance, money markets, and certificates of deposit.

Email: Catherine@mpmcondo.com Extension number: 202

MARAIN BURGESS - Office Assistant - Marian is responsible for performing a variety of tasks to support office operations, including filing, typing letters, managing documents, and assisting colleagues with day-to-day tasks.