## **Kendrick Property Management**

2 Bay Rd., Suite 100, Hadley, MA 01035 PO Box 3220, Amherst MA 01004 Bus. (413) 253-0285 Fax. (413) 253-2383 kpm@kendrickmanagement.com

## Payment of Association Fees:

Association Fees are due the first of each month. Options for payments are:

## Payments made payable to: Sugarloaf Condominium Association

1. Mail a manual check or use your bank's online bill pay service:

Sugarloaf Condominium Association c/o Kendrick Property Management PO Box 3220 Amherst, MA 01004

**2.** Hand-delivery to our office or drop through our outside drop box 24/7.

Sugarloaf Condominium Association c/o Kendrick Property Management 2 Bay Road, Suite 100 Hadley, MA 01035

- 3. Buildium (Property management software).
  - Allows access for account inquiry and online payments thru online owner portal enrollment.

## Maintenance:

Our maintenance staff is on-call 24 hours to handle all your emergency needs.

Please contact the main office during normal business hours at 413-253-0285, 8:30am to 4:30pm Monday through Friday. Or email us your request at kpm@kendrickmanagement.com

Emergency requests after 4:30 pm or office hours, please call 413-585-1285 to reach a live agent.