



“Focused on Service For Over 20 Years”

January 17, 2021

Dear Breckenridge Estates Property Owners Association Homeowner:

Your Board of Directors has contracted with MC Property Management Corporation to manage your Association effective January 1, 2021. Our company takes a team approach to management and we pride ourselves in quality customer service. As such, the property will be staffed by Stacy Donnelly, Licensed Community Association Manager and Michaelene Conrad, Licensed Community Association Manager and Owner/President of MC Property Management Corporation. Stacy can be reached via email at stacy@mcpmc.com

Property Manager

Stacy Donnelly, CAM
Licensed Community Association Manager
MC Main Office: 630-985-2500
MC Office Fax: 630-985-2583
stacy@mcpmc.com

email is preferred method of contact

Owner / President

Michaelene Conrad, MIRM, CMCA, AMS
Licensed Community Association Manager
Phone: 630-985-2500 ext. 6606
Fax: 630-985-2583
michaelene@mcpmc.com

MC Property Management Corporation will make deposits of all checks, prepare bill packets for Board approval for payment, and maintain the permanent records for the Association. In addition, your Property Manager's will attend the board meetings of the association, obtain proposals for contracts, assist the Board in the supervision of the contractors, and handle all items pertaining to the Association.

Enclosed is a Homeowner Information Form that needs to be completed by each homeowner. This will ensure that management and the Board is working with the most current information for every Homeowner.

THE FORM MUST BE FILLED OUT AND RETURNED TO MANAGEMENT BY MARCH 1, 2021

Please note if you have paid your annual assessment and your check has not yet been cashed please be patient as we work through our management transition with your previous management firm.

If you have not yet made your annual assessment payment, please remit your payment to our office made payable to: Breckenridge Estates Property Owners Association C/O MC Property Management Corporation 14224 McCarthy Road, Lemont, IL. 60439.

The Breckenridge Estates Property Owners Association Board has directed management to waive assessment late fees for 2021 provided your payment is received by Wednesday March 31, 2021.

Main Office
14224 McCarthy Road
Lemont, IL 60439
P: (630) 985-2500
F: (630) 985-2583

Company Website
www.mcpmc.com
Chicago - By Appointment
P: (312) 506-6100

Branch Office
2299 Country Club Drive
Woodridge, IL 60517
P: (630) 985-2500
F: (630) 985-2583

MC's regular business hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. When we are not in the office or are on another call, you will be sent to our voicemail system. Please be sure to leave your name, phone number, address, the name of the association you reside at and your concern when leaving a message. If there is an emergency, the voicemail system will provide you with further information on how to proceed.

It is important to note that effective January 1, 2021, all homeowner communication, and inquiries be sent to property manager Stacy Donnelly via email to stacy@mcpmc.com.

My staff and I will be actively working with the Board, reviewing your financial statements, and familiarizing ourselves with the contracts in place so that we can fully understand the current state and future needs of your association. I know this will be a successful endeavor as we will work diligently to meet your needs. My employees are more than helpful and willing to work with you. However, should you feel that there is a concern that is not being handled properly, do not hesitate to contact me.

We all look forward to providing the highest quality of service to you.

Sincerely,

MC PROPERTY MANAGEMENT CORPORATION

Michaelene Conrad, MIRM, CMCA, AMS

President / Owner

Licensed Community Association Manager

MC PROPERTY MANAGEMENT CORPORATION



Property Manager

Stacy Donnelly

Licensed Community Association Manager

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