

# SALISBURY MANAGEMENT, INC.

Real Estate Management • Real Estate Brokerage • Contracting & Construction  
120 Shrewsbury Street Boylston, MA 01505 Phone (508) 869-0764 \* Fax (508) 869-0664

January 19, 2023

Re: Management Transition

Salisbury Management, Inc. is pleased to announce we have been contracted to manage the Walcott Valley Townhouse Condominium Association, Inc. as of February 1st, 2023. Until the management transition date arrives, please continue to direct all correspondence relative to your association and unit to your current manager to help avoid duplication of efforts related to all aspects of managing your association.

Unit common fee payments are always due on the first day of each month. Salisbury Management, Inc. does not send out invoices for payments due. Late fees will not be assessed for the first month of the management transition. Late fee charges will resume as usual thereafter. Please note the following payment option is available and ready to receive payments:

Checks payments: When writing your check, please indicate your unit address in the memo line of a personal check, or in the notes or memo line field of a BillPay check. Please make checks payable to: Walcott Valley Townhouse Condominium Association, Inc.

For the month of February 2023 please mail check payments to:

Walcott Valley Townhouse Condominium Association, Inc.  
c/o Salisbury Management, Inc.  
120 Shrewsbury Street  
Boylston, MA 01505

Further payment options and instructions will soon be available and will be sent out to you very soon. Unit owners have full control of their payments and are responsible for performing due diligence to follow all necessary steps for a successful management transition in paying all unit fees.

To keep all unit records current in our database, please complete the attached Owner Information Form in full and return it to: [jessica@salisburymanagement.com](mailto:jessica@salisburymanagement.com), or mail to our Boylston office location at your earliest convenience. We look forward to and appreciate the opportunity to work with the Walcott Valley Townhouse Condominium community. If you have any questions, please do not hesitate to call our office.

Dennis Ravelli, II, VP  
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