

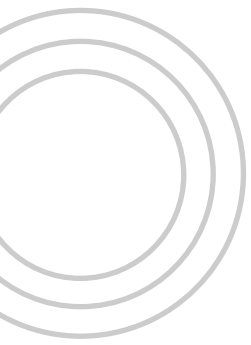


HOME OWNERS ASSOCIATION



You get more than just a property manager,
YOU GET PEACE OF MIND





for your
communication



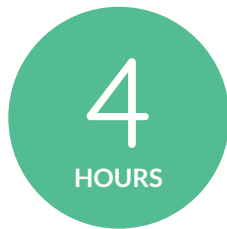
Experience in the
Industry (*2nd
generation
business, started
in 1977*)



Under our
management,
ALL are within
15mins of our
Newton
Headquarters



Ranging in size
from 6 to 40+
units



Response time
for email
inquiries

WHO WE ARE



WATCH NOW!



We provide full-service management solutions.

Backed with over 40 years of extensive experience in insurance, construction, and finance, we are able to provide unmatched value and guidance to each of our property management clients.

Each client's needs are carefully assessed and a custom-made management and maintenance plan is created to suit those needs.

VIEW MORE VIDEOS
ABOUT US

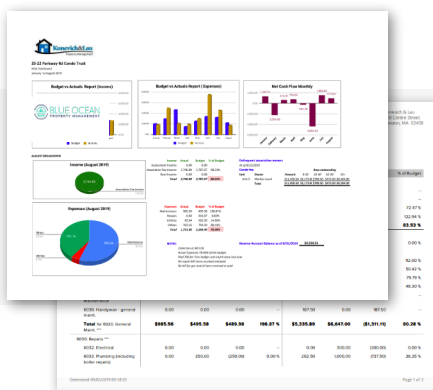
LIVE UPDATES. TAILOR-MADE. PERSONAL TOUCH.

A few unique ways we promote communication

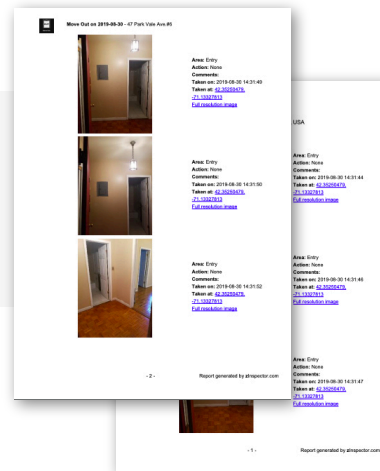
MONTHLY NEWSLETTER



MONTHLY DASHBOARD CASH FLOWS



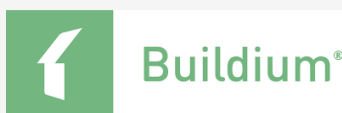
DETAILED PROPERTY INSPECTIONS



OTHER BENEFITS:

- Cost savings with preferred vendor rates
- Virtual meetings to improve owner participation
- Extensive insurance knowledge for masters and condo unit
- Continuing education for trustees via youtube channel

SOME OF THE TECHNOLOGY WE USE TO BETTER MANAGE YOUR PROPERTY:





WHAT SETS US APART

TECHNOLOGY

project management, inspection, maintenance and communication softwares/technology

ACCOUNTABILITY

Hiver, quality control managers, SLA's (service level agreement)

PROXIMITY

We are located in Newton extremely close and two of the field managers live and work out very close by

CAI DESIGNATIONS:

AMS (Association Management Specialist)

CONSTRUCTION EXPERIENCE

Including landscaping and snow removal

A WORKFORCE NOT OVERLY STRETCHED OUT

INSURANCE EXPERIENCE

HOME INSPECTION EXPERIENCE



GET PEACE OF MIND!



CONDO ASSOCIATION MANAGEMENT INCLUDES:

BOARD MEETING ATTENDANCE

We will organize and attend board meetings. We work with the trustees to establish an agenda and officially record all minutes of the meeting.

ON-SITE MEETINGS

We are available to meet with the association and contractors regularly to facilitate repairs and improvements.

ANNUAL MEETING

We organize the annual meeting to discuss the short and long-term goals of the association. We present an annual report and recommended planning strategies.

INSURANCE CLAIMS

We file appropriate documentation to the insurance company when a claim needs to be filed. We work with the insurance company from start to finish, including hiring third-party inspectors if required or obtaining repair estimates.

DISPUTE RESOLUTION

We professionally handle disputes that may arise. This includes delinquent condo fee accounts, failure to pay assessments, and vendor-related issues.

LEGAL COORDINATION

We work with the association's legal representation on issues such as

CHECK OUT OUR YOUTUBE CHANNEL TO LEARN MORE ABOUT OUR SERVICES



VISIT NOW!



amendments to the condo documents, by-laws, or collecting debts.

OWNER & RESIDENT DATABASE

We maintain current records of all owners and residents and obtain leases for rented units to ensure conformity to the condo documents.

WELCOME PACKET

We provide all residents with a welcome packet explaining the transition, provided services, and our contact information.

RECORD KEEPING

We maintain a detailed filing system including all invoices, receipts, insurance binders, by-laws, master deed, and owner information.

RULES & FINE ENFORCEMENT

As instructed, we will enforce and levy fines accordingly.

ASSOCIATION INTERACTION

We communicate news, updates, repairs, and future plans to the entire association via email, telephone, text, fax and/or standard mail.

BOARD OF TRUSTEES ASSISTANCE

We assist the board of trustees with elections and resignations to ensure proper procedure is followed as defined by the condominium documents.

FINANCIAL SERVICES

ONLINE ACCOUNT MANAGEMENT

Log-in information will be provided through a customized web page specific to your association. All monthly reports, invoices, condo documents, and insurance information will be updated regularly and is available for immediate download in PDF format. You will have the option to set up a one-time or recurring payment for condo fees, and submit maintenance request 24/7. We can post news, events, and updates as requested.





BANKING

We have a dedicated account specialist that evaluates each association's needs. Additionally, our agreement with local banks allows us to provide the association with a free bank account and reserve account. There are no monthly maintenance fees.

ACCOUNTS RECEIVABLE

We can deposit checks electronically to our office or collect via Automated Clearing House (ACH). This helps in making sure our associations have funds in their accounts quickly and helps minimize delinquencies.

ACCOUNTS PAYABLE

All vendors are entered into our banking system and paid electronically through our banking institution's online portal. This comes with a guarantee from the bank that payments will be made on time.

FINANCIAL REPORTS

We can generate various types of reports on a monthly, quarterly and annual basis. Our detailed reports are easy to understand and will serve as an excellent reference during tax preparation and financial planning.

INITIATION AND ORGANIZATION OF ASSESSMENTS

We assist the board of trustees in determining appropriate assessments and send notices and invoices to all owners.

DELINQUENT ACCOUNT REMEDIATION

We constantly monitor any delinquent accounts and will facilitate any legal action necessary to minimize the financial risk of the association.

BUDGETING

Our annual budget creation and maintenance will include an analysis of the reserve account to ensure that financial goals are accomplished. Proper planning will lower costs, provide adequate time for owners to prepare for changes, and ensure condo documents compliance.

INSURANCE EVALUATION & POLICY MARKETING

Annually, we will request the current insurance agent to market the policy to different underwriters. We will also consult with outside agents to determine if a better value is available.





MAINTENANCE

VENDOR RELATIONS

We maintain a portfolio of qualified contractors who are all licensed and insured to maintain and improve the cosmetics and structure of the property.

BID PROCESS ORGANIZATION

We establish a detailed scope of work request and provide on-site explanation and expectations to potential vendors or contractors. We take pride in our abilities to find the greatest value in ongoing and individual service contracts.

REGULAR PROPERTY INSPECTION

Scheduled and unscheduled property inspections will occur on regular basis to identify are as of concern before they become problems. We monitor the work of vendors, locate maintenance issues and ensure rules compliance.

MAINTENANCE & REPAIR SCHEDULE

We prepare are port displaying all expected annual maintenance. This information will be provided to all residents as needed to keep everyone informed.

24/7 EMERGENCY SERVICE

When unexpected situations occur, we will be there to assist 24/7/365.



Residents will receive our 24- hour hotline telephone number and a property manager is always accessible.

PROACTIVE MAINTENANCE PROGRAMS

After assessing the structural and mechanical functions of the property we will plan a long-term program to minimize unexpected maintenance or expenses. These programs are very attractive to both potential buyers and residents because it distributes costs over a long period of time, avoiding large one-time assessments.

IN-HOUSE SERVICE TECHNICIANS

We employ highly skilled and qualified maintenance technicians to assist with routine maintenance and repair. Please contact us for further details.



| INCLUDES | DOESN'T INCLUDE | FEE |
|----------|-----------------|-----|
|----------|-----------------|-----|

FINANCIALS

| | | |
|---|---|-----------|
| Real time online access to association financials | | |
| Accounts Receivable/Payable | Water Usage Tracking/Monitoring(<i>Boston Online</i>) | \$10/unit |
| Account Reconciliation | | |
| Yearly Budgeting | | |
| Record Keeping | | |
| Initiation and Organization of assessments | | |
| Facilitation of reserve transfers | | |

CUSTOMER SERVICE/DOCUMENTATION

| | | |
|--|---|----------------|
| Designated Property Management team (<i>Lead Property, Financial, Maintenance Managers</i>) | Special tracking projects: Pets, Parking, Renters | |
| Tracked phone calls and emails | Legal Representation: Hourly rate of an attorney | |
| Insurance Evaluation & Policy Marketing | Additional requested meetings outside of normal business hours and # of meetings agreed upon in the management contract | |
| Technology Bundle: Asana/Buildium/Hiver/Property Meld | Facilitation of insurance claims | |
| Facilitation of Meetings: 4 quarterly Meetings/ 1 Annual Meeting (and elections) | Charged back to owners: 6D & Condo Questionnaire | |
| Rules and Fine Enforcement | Paper-check processing (to deter sending checks) | \$10/ check |
| Welcome Package for new residents | Send ledger counsel for owners in arrears | \$300 |
| Maintaining of Owner & Resident Database | Funds/Violation notices | \$50 |
| Regularly Scheduled newsletters to association residents | Granting access to building areas for inspections/access to utilities | hourly rate |

MAINTENANCE

| | | |
|--|--|--|
| Vendor pre-qualification/ongoing insurance compliance monitoring | Emergency/Requested On Site Property Visits | \$125/hr |
| Proactive maintenance program | Capital Improvement Project Management | 5% |
| Regular Property Inspections | Handyman/maintenance repair | \$125/hr |
| 24/7 Staffed Emergency Maintenance Line | Formal property inspection of common areas (<i>typically inspection reports will be 40-50 pgs long</i>) | \$150 |
| | After-hour (between 5pm-9am) emergency call facilitation | \$90/hr |
| Facilitation of ongoing/recurring maintenance | Facilitation of in-unit repairs for owners | \$95/hr/handyman |
| | Leak Investigation Charges | \$250 initial fee + 25% up-charge of total invoice |

GOOGLE REVIEWS CLIENT TESTIMONIALS

Green Ocean Property Management

268 Centre Street, Newton, 272 Centre St, Newton, MA, United States

Get more reviews

4.8 ★★★★★ 268 reviews ⓘ

People often mention

All

professional 52

team 44

communication 20

tenants 18

+6

Sort by

Most relevant

Newest

Highest

Lowest



Michele

4 reviews

★★★★★ 4 months ago

I cannot tell you how relieved I am to have a person like Jarrett in my corner. He's such an awesome businessman, resourceful, responsible, and very reliable. I HIGHLY recommend Green Ocean property Management. They make everything super ... [More](#)

↩ Reply

👍 Like



Michael

11 reviews

★★★★★ 4 months ago

The best experience with Jarrett and his team. I recently purchased a home and Jarrett and his team took all the stress out of acquisition, renovation, planning, renting and of course, management of all the bills. Their online platform is ... [More](#)

↩ Reply

👍 Like



Elliot Williams

18 reviews

★★★★★ a month ago

Jarrett is smart, driven and solutions-oriented. As a first time landlord, Jarrett has provided me excellent advice and insights. He is very responsive to my questions and has always followed through on dates

CLICK TO VIEW ALL
GOOGLE REVIEWS

VIDEO CLIENT TESTIMONIALS



ADDITIONAL REFERENCES

Minh Vo

TYPE OF PROPERTIES:

Condo Association

minh.ta.vo@gmail.com

Judy Smith

TYPE OF PROPERTIES:

Condo Association

jasmith1620@gmail.com

Ed Chen

TYPE OF PROPERTIES:

Condo Association

edchen78@gmail.com



*We look forward to building a
relationship with you!*

CLICK THIS
TO BOOK AN
APPOINTMENT



JARRETT LAU

CEO | LOCAL EXPERT

(617) 869-1848



Do you have any suggestions on what
information you would like to see more of?
Let us know. We love hearing your ideas.

TALK TO US

hello@greenoceanpm.com | 617-487-4868

268 Centre St Newton MA 02458