

STRAWBERRY FIELDS CONDOMINIUM ASSOCIATION, INC.
C/O WESTFORD REAL ESTATE MANAGEMENT, LLC
348 Hartford Turnpike, Suite 200, Vernon, CT 06066
Tel: 860-528-2885 Fax: 860-528-2989
www.westfordmgt.com

To: Unit Owners

Date: January 12, 2026

Re: Open Work Order Form

Hello Unit Owners at Strawberry Fields,

I am excited to announce my attendance at the Monday, January 19th meeting. I hope to meet as many folks as possible! Some areas I'd like to cover are any open work orders that are not yet completed, or items that you feel need to be addressed from a maintenance perspective. To help me in advance, I want to ensure you have my email address - garya@westfordmgt.com - for sending your maintenance items. This is a direct communication to me for this special maintenance project. If you do not have access to send email, please call me at my **direct office phone #: 860-454-2461**.

This open work order request form is to create a list, in case the Board was not made aware of your request from previous management. This is a unique process being carried out, as the Board wants to ensure there are no loose ends from previous management. Once we have a list, Westford and the Board will review and respond to Owners with status updates and information on their work order request.

Also attached to this email is the Westford Contact Sheet, so you know how to reach the team as we are moving forward with new work orders.

Sincerely,

Board of Directors and Gary Allen, Jr. Community Manager (Westford Real Estate Management)

PS: As a matter of safety for your community, should you see a dark grey Ford Escape with blue and silver reflective markers on the bumper, that is my vehicle as I do my property walks and drives through Strawberry Fields.

Attachments:

Open Work Order Request Form

Westford Contact Sheet

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OPEN WORK ORDER REQUEST FORM

Unit # _____

Date: _____

Point of Contact Name _____

Point of Contact phone # _____

Open Work Order concerns:

*****Section below for Board/Management*****

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Ways to contact our office include:

1. **By Telephone:** Our telephone number is (860) 528-2885. This number also serves as our After-Hours Emergency phone number (see additional information on the next page). A message can be left in our voice mail 24 hours a day, 7 days a week.
2. **By Email:** You can send your comments, questions or requests to the community email address at strawberryfields@westfordmgt.com.
3. **By Mail:** General correspondence (including maintenance issues, complaints, etc.) can be directed to our office. Your letters will be reviewed and presented to the Board, if necessary.
4. **By Fax:** 860-528-2989

Your Property Management Team

Following is a select list of our staff members who will be involved with your community:

Gary Allen, Community Manager, CMCA 860-454-2461 Garya@westfordmgt.com
Board Matters including Capital Improvements, Contracts, Budgets, etc.

Melanie Finnerty, Client Service Representative 860-454-2459 melanief@westfordmgt.com
Unit Owner Matters including Maintenance, Violations, General Inquiries, etc.

Accounts Receivable, Option 2, ar@westfordmgt.com
Common Charge/Account Information (including balance information, delinquencies, etc.)

Customer Service Center, Option 0, strawberryfields@westfordmgt.com
General inquiries

Resales/Questionnaires, Option 4, Condodocs@westfordmgt.com Resales and Condo Questionnaires, FHA inquiries, etc.

Maintenance, Option 1, strawberryfields@westfordmgt.com
Work Orders (Receiving, Processing, and Completing) and General Maintenance Concerns

Emergency Calls for Fire or Police call 911- Stay on phone line until dispatch ends call

After hour calls for Maintenance Emergency 860-528-2885 Option #7 for on call operator

<u>FOR PAYMENTS ONLY</u>	<u>ALL OTHER CORRESPONDENCE</u>
(common charge, assessments, fines) Strawberry Fields Condominium Association c/o Westford Real Estate Management, LLC P.O. Box 120026 Stamford, CT 06912-0026	Strawberry Fields Condominium Association c/o Westford Real Estate Management, LLC 348 Hartford Turnpike, Suite 200 Vernon, CT 06066