

HONESTY.
INTEGRITY.
PROFESSIONALISM.

At Meridian Realty Group LLC, we believe the difference is our people. We have built a reputation for staff that is not only experienced but also meticulous-down to the smallest detail. Whether it's evaluating employees, checking expenditures or selecting vendors, our people know what to look for... and what to look out for.

We're confident that we have the systems, the talent and the desire to satisfy all your property management needs.



Keith Shirley & Valerie Post
Co-Founders



MERIDIAN REALTY GROUP LLC.

46 Gloucester Street, Boston, MA 02115
(617) 517-0854

info@myhomesboston.com
www.mrgproperty.com



MERIDIAN REALTY GROUP LLC

TIME AFTER TIME,
WE GET IT RIGHT
THE FIRST TIME.



MERIDIAN REALTY GROUP LLC
24/7 Full Service Property Management



46 Gloucester Street, Boston, MA 02115
(617) 517-0854
www.mrgproperty.com

AT MERIDIAN REALTY GROUP, NO ABILITY IS MORE IMPORTANT THAN 'RELIABILITY'

We know board members have a busy life beyond their responsibilities at the property. That's why we put a premium on follow-up and follow-through. We have the systems in place as well as the staff to handle day-to-day matters while keeping the board apprised of all changing situations.

OPERATIONS AND MAINTENANCE SERVICES

We develop and implement work agendas and systems that maximize staff productivity and efficiency. Some of the areas we focus on are:

- Project Management
- Preventive Maintenance
- Annual Assessment and Report
- Work Orders
- Fuel
- Service Contracts
- Supplies

FINANCIAL SERVICES

To insure fast, accurate and efficient reporting of financial matters, Meridian Realty Group employs in-house Accountants. These accountants and support staff use state-of-the-art computer hardware and software systems to provide you with comprehensive information.

General Services include:

- Collection of maintenance and other charges
- Arrears management
- Management of reserve accounts
- Posting of all incoming bills
- Verification of all bills prior to payment
- Complete payroll services
- Preparation of federal, state, city and unemployment forms for monthly, quarterly & annual filings
- Provision of 1098/1099 forms where applicable
- Coordination with accountant in all audit and tax matters
- Insurance of invoices for repair work

Monthly Accounting Services include:

- Balance Sheet
- Cash reconciliation report
- Income/Expenses report
- Accounts receivable aging report
- Accounts payable aging report
- Disbursement register
- Budget variance report
- Bank account reconciliation report

Budgets -Two months prior to the end of the fiscal year, a budget draft is presented to the Treasurer and accountant for review. We then meet with the financial committee and accountants to determine the final budget for submission to the Board.-

OUR PROPERTY MANAGERS ARE TRAINED TO OVERSEE THINGS ...NOT OVERLOOK THEM.

We hire only experienced property managers with proven track records. Then we make sure they have the time to do their jobs properly. No manager operates at more than four properties, so he or she can focus on day-to-day concerns as well as agreed upon long-term goals.

Our property managers:

- Manage the building and common areas, as well as employees
- Prepare and mail all correspondence related to business matters
- Maintain relationships with building inspectors and other officials in order to insure prompt, quality service
- Provide around-the-clock response to emergency calls from residents
- Review insurance coverage to determine sufficiency of coverage as well as optimum value
- Attend Board & Committee meetings
- Meet with the Treasurer and other directors concerning financial and operational matters
- Respond promptly to all resident complaints