

March 7, 2019



Wendy M Meldrum
Tulare Regional Medical Center
869 N. Cherry Ave.
Tulare, CA 93274

Via Email

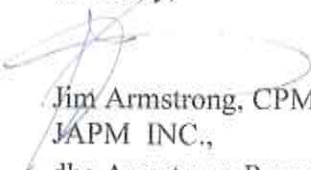
RE: Management Services
VA & Microcorre

Dear Wendy,

Based upon what we perceive our services will be our fee for the Micorcorre property is \$125 per month and the VA property will be \$347.32 per month, which is approximately 2% of gross rents. As a side note, during the eight years we managed property for the hospital, we worked with several different administrative staff and attorneys on behalf of the hospital. We are accustomed to being flexible in this way.

An information packet will follow this email, however I believe the basic information you are looking for is contain herein. On commercial properties, our duties and services include the following,

Sincerely,


Jim Armstrong, CPM[®], CCAM[®]
JAPM INC.,
dba Armstrong Property Management

JA/as

PROPERTY MANAGEMENT DIVISION

P.O. Box 2820

Visalia, CA 93279

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COMMERCIAL/INDUSTRIAL MANAGEMENT

Full Tenant/Commercial Building Management

- All primary communication with tenants and their representatives
- Lease interpretation regarding maintenance responsibilities
- Tracking tenant Insurance Certificates
- Coordinating repairs/maintenance to the Building Structure
- Coordinating Services – Fire sprinklers, house lights, fire alarm systems, roof inspections, back flow devices, landscape maintenance, etc.
- HVAC Service
- Requiring Evidence of insurance from Vendors
- Possessory Interest Data Sheets
- Monthly financial reports / paying all bills
- Coordinating activities relative to CAM Budgets
- Work with owners legal counsel in preparation of new lease
- Periodic Inspections
- Assist with professional rent evaluations
- *Will attend Board meetings Upon Request.*

ARMSTRONG PROPERTY MANAGEMENT

7046 W. Pershing Court

Visalia, CA 93291

(559) 733-1321

Wendy Meldrum

From: Jim Armstrong <jim@armstrong-mgmt.com>
Sent: Wednesday, March 13, 2019 1:09 PM
To: Wendy Meldrum
Cc: Adrienne Senecal
Subject: Management/Board Meetings

Wendy,

Pursuant to our conversation yesterday, I will be glad to attend Board meetings occasionally if requested by the Board. Please let me know if I need to send a more formalized letter to that affect. Please thank the Board for their consideration.

Thank You,

Jim Armstrong, CPM®, CCAM®
Broker / Realtor® / CEO
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