

Property Management Update

Mutual 10 now has a Property Managers, Lee Shields, who is responsible for most maintenance efforts for Mutual 10. As the new program is phased in, we will keep you informed of any changes that may affect you.

Lee has the resources to ensure we receive consistent service, regardless of Mutual 10 leadership changes. His team can respond to our more challenging repair work quickly, and he can negotiate favorable rates for major projects.

Whom Do I Call?

Mutual responsibilities are listed in the current rules and regulations. If something is a Mutual responsibility, or if you are not certain if it is, contact the following in the order shown:

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| 1. Property Manager, Lee Shields | 301-366-8001 | Lshields@lwmc.com |
| 2. Mutual Assistant, Shanti Martin | 301-598-3989 | Admin@lwm10.com |
| 3. Director of Maintenance,
Bob Morrisson | 301-942-8726 h
301-980-9131 c | Maintenance@lwm10.com |

Emergencies – Flood, tree down, sewer backup, etc.

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| 1. Property Manager, Lee Shields | 301-366-8001 | Lshields@lwmc.com |
| 2. Mutual Assistant, Shanti Martin | 301-598-3989 | Admin@lwm10.com |
| 3. Main gate, any time | 301-598-1044 | Call if no one else is available. |

Interior maintenance and repairs are usually a resident responsibility. Contact PPD or a licensed and insured tradesman. Many repairs are covered by a PPD annual maintenance agreement.

PPD Dispatcher	301-598-1500	Weekdays - Business hours
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Extermination services – Call to report any type of pests that need to be removed.

- Rodents and common household pests (ants, roaches, etc.) are a resident responsibility. PPD can arrange for service by a commercial exterminator at favorable pricing for our residents.
- Wood destroying insects (termites, etc.) and insect nests are a Mutual responsibility.

Aaron Tenley	301-598-1342	Grounds@lwmc.com
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Street and walkway lighting - If a light is out at night, or if it remains on during the day, after 3 days contact PPD. If there is no action after a week, contact our Property Manager.

PPD Dispatcher	301-598-1500	Weekdays - Business hours
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02/15/2023

