

Blackwood Management, Inc.

Commercial & Residential Real Estate Management



10950 Pierson Drive • Suite 600 • Fredericksburg, VA 22408
Phone 540-710-6800 • Fax: 540-710-6743
blackwoodrealestate.com

Experience, Knowledge, Persistence & Professionalism

EXPERIENCE

Experience is invaluable in tackling the complicated nature of today's commercial and residential management. Whether you have an existing property or are launching a new development, our team of dedicated professionals has the depth of experience that it takes to get the job done right.



KNOWLEDGE

Local knowledge and a network of ties to efficient and cost effective service providers that make up our market are the main ingredients when choosing a management company to represent you.

The four key ingredients for success, when you are choosing a real estate management company, are experience, knowledge, persistence, and professionalism. Blackwood Management, Inc., has the key ingredients to ensure your success.

From setting up a community to putting an existing commercial building on a proper footing, we know how to get the job done.

PERSISTENCE

Anyone who has been in business for any length of time knows that not all projects go smoothly. Managers tend to take the path of least resistance instead of getting it right the first time. Long-term relationships earned through repeat business are the hallmark of a good management company. When we undertake a project we will see it through to completion. Our persistence on behalf of clients, regardless of the problems, has resulted in a remarkable number of repeat customers.

PROFESSIONALISM

Handling clients, tenants and community owners in a fair, balanced, and consistent manner is the essence of professionalism. We will give you straight answers to questions and provide common sense solutions.

We want your business and will earn your trust. Please contact us today, so that we can discuss your particular needs.



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FINANCIAL MANAGEMENT

- Provide professional management for all aspects of billing, collection and record keeping using accrual based accounting practices.
- Employ a full-time financial manager, who assists owners with any association or property related financial questions.
- Provide on-line payment options to pay assessments and rent.
- Assist Association in establishing website for access of community information.
- Maintain a complete and accurate set of financial records such as balance sheet, income statement and general ledger. Assist CPA with the annual compilation, review or audit, as may be required, and preparation of the state and federal tax returns.
- Provide statements for billing assessments on a monthly, quarterly or annual basis, as required. Process delinquent accounts and diligently pursue all past due accounts in accordance with established association and landlord policies.
- Prepare financial reports for landlords and Board of Directors and provide information for annual/regular/special meetings, as required.

SITE MANAGEMENT

- Provide regular site inspections, report inspection findings to the landlord or Board of Directors.
- Respond quickly to potential insurance claims and handle settlements as required. Establish that all required insurance coverage is adequate and in force as required by landlord's or association's governing documents.
- Assist development companies in the creation and establishment of a commercial or residential property association.

COMMERCIAL AND RESIDENTIAL MANAGEMENT

Blackwood Management is a professional property management firm serving the greater Fredericksburg area. We are committed to providing experienced, responsive and effective management for all types of associations and commercial properties. Our firm currently manages commercial and residential associations and individual commercial properties.

- Assist or oversee renovation work on properties, prepare budgets and obtain pricing.
- Review and make recommendations on foundation documentation, organize and oversee initial meetings and elections, assist and educate new boards and their members in the proper role of governance and oversight. Aid new boards in the creation of guidelines and rules and their implementation.
- For existing associations, counsel association, to ensure that efficient and effective rules, procedures and processes are instituted. Review the governing documents to identify potential problems.
- Prepare bids specifications, solicit and analyze multiple competitive bids for routine, recurring maintenance services, and construction or renovation work. Submit requested contractor proposals to the Board of Directors for their consideration/decision. Assist in monitoring contractors (i.e. general maintenance, grounds, security services, pool management, snow removal, trash and recyclables, etc.)

TECHNOLOGY/DATA MANAGEMENT

- We employ the use of TOPs 3.21, an industry leader in association management system software. This system is a state of the art, proven software package that provides a complete and fully integrated accounting system for superior control of all accounts.
- The system software updates and keeps accurate records on all unit accounts, owner histories, violation tracking, delinquent account management, property maintenance, payables, receivables, computer check writing, deposit reporting, and bank account reconciliations. Provides vendor management with computerized tracking of the entire vendor account.

Associate Bios



David founded Blackwood Real Estate, Inc. in 1989 as a full service commercial real estate brokerage company, engaged in the sale of residential and commercial land, the sale and leasing of commercial properties, and consulting for both residential and commercial developments. Since founding Blackwood Real Estate, Inc., Mr. Blackwood has sold more than 8,000 acres of land and more than 12,000 residential building lots. In addition to commercial sales and leasing, he has been the principal consultant on the development of 15 residential communities, counting among his clients BB&T, South Charles Realty Corporation (now Bank of America), Beazer Homes Corporation, The Hylton

EXPERIENCE

- 33 years in commercial real estate
- 28 years in the Fredericksburg market
- 28 years in land development and development consulting
- Performed leasing and sales of commercial properties for countless clients
- Sold over 8,000 acres and 12,000 residential building lots in the Fredericksburg area
- Handled acquisitions of land for development with preferred developers and national retailers
- Provided development consulting services for numerous clients

DAVID K. BLACKWOOD

"If you refuse to see two sides of an issue, you have rendered yourself blind in one eye."

Group, First Union (now Wells and Fargo Bank), and PNC Bank. Before founding Blackwood Real Estate, Inc., David was the Senior Vice President for The Fried Companies, Inc., a residential and commercial development company based in Springfield. During his tenure, Fried Companies acquired land for 4,000 residential building lots and 200 acres of commercial property in the Fredericksburg market. Prior to that, Mr. Blackwood opened and managed the Washington area offices for The Myers Group, Inc., and was in charge of land acquisitions for the syndication of land for investment. Before moving to Fairfax, Virginia in early 1985, Mr. Blackwood was in the land brokerage business in Dallas, Texas.

PROFESSIONAL QUALIFICATIONS

- Virginia Real Estate Principal Broker License
- Community Associations Institute (CAI) – *Member*
- Certified Manager of Community Associations – *CMCA*
- Association Management Specialist - *AMS*

EDUCATION

- Bachelor of Arts: Business Finance from the University of Oklahoma

Associate Bios



In late 2002, John Tait laid the foundation for what would become Blackwood Management, Inc. John has taken Blackwood Management's client base from a single residential association in 2003 to an extensive portfolio; including residential communities (townhouses, condominiums, single-family), commercial condominium, and office/retail/warehouse associations. Moreover, Blackwood Management has become one of the largest locally owned commercial property managers within the greater Fredericksburg area. John manages a portfolio of residential and commercial associations

EXPERIENCE

- 17 years in residential and commercial association property management
- 22 years in the United States Air Force
- 18 years working on the Family's Farm

JOHN J. TAIT

*"Strive not to be a success,
but rather to be of value."
Albert Einstein*

and supervises Blackwood Management's staff by promoting a team effort and the need for constant improvement in both methods and procedures to better serve our clients' needs. A native of central Minnesota, John grew up working on his family's farm. Prior to starting Blackwood Management, Inc., John served 22 years with a distinguished military career in the United States Air Force. Duty Stations: Kadena AB, Okinawa Japan; Elmendorf AFB, Anchorage Alaska; Yongsan Garrison, Seoul South Korea; Offutt AFB, Nebraska and the Pentagon.

PROFESSIONAL QUALIFICATIONS

- Community Associations Institute (CAI)
Member - *Central Virginia Chapter*
- Certified Manager of Community Associations - *CMCA*
- Association Management Specialist - *AMS*

Associate Bios



Nancy Curtas joined Blackwood Management, Inc. in 2006 as a full-time Association Manager, bringing with her much experience. A well-seasoned Association Manager who specializes in residential association management, Mrs. Curtas has been vital in streamlining procedures, allowing Blackwood Management to take on larger associations. A member of the Community Association Institute, Mrs. Curtas has met the state examination standards through continuing education, maintaining her

EXPERIENCE

- 20 years in residential association management
- 11 years as a full time wife and mother
- 5 years in the retail industry

NANCY K. CURTAS

*"Remember the three R's...
Respect for Self;
Respect for Others;
Responsibility for All Your Actions"*

professional designation as a Certified Manager of Community Association (CMCA) and the Association Management Specialist (AMS). Mrs. Curtas has experience in all aspects of association management. Since joining Blackwood, Nancy successfully manages a residential portfolio of all types of residential developments; including townhomes, condominiums, and single-family communities.

PROFESSIONAL QUALIFICATIONS

- Community Associations Institute (CAI) – *Member*
- Certified Manager of Community Associations – *CMCA*
- Association Management Specialist - *AMS*

Associate Bios



DIANE K. STEVENS

*“Positivity is a choice,
honesty is a duty,
and service is a blessing,
within these things
happiness abounds.”*

Diane joined Blackwood Management in the spring of 2016, bringing with her 16 years of customer service and technical savvy. Previous roles include coaching and leading teams, guiding customers and tax professionals. This experience prepared her to handle the daily processes

necessary for the management of residential and commercial properties. Since starting with Blackwood Management, Diane has streamlined processes and programs to ensure efficiency and accuracy.

EXPERIENCE

- 3 years in HOA Financial Management
- 16 years in Customer Service and Technical Support Field
- 7 years Coaching and Leading Support Teams with Financial and tax softwares
- Corporate Leadership Training
- 15 years of Residential Rental experience
- 11 years seeking Christ

PROFESSIONAL QUALIFICATIONS

- Community Associations Institute (CAI) - *Member*
- Certified Manager of Community Associations – *CMCA*
- Associate's in Art Marketing
- Six Sigma Black Belt