

Blackwood Management, Inc.

Commercial & Residential Real Estate Management



10950 Pierson Drive • Suite 600 • Fredericksburg, VA 22408
Management: 540-710-6800 • Real Estate: 540-710-8800
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 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.

the main ingredients when choosing a management company. From setting up a new community to putting an existing commercial building on 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. 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 long term 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 your questions and provide you with common sense solutions.

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



BLACKWOOD MANAGEMENT, INC.

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FINANCIAL MANAGEMENT

- Provide professional management for all aspects of billing, collection and record keeping using industry leading accounting and management software.
- Assist owners with any property or association related financial questions.
- Provide on-line payment options.
- 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 tenant billing and 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 the landlord or Board of Directors and provide information for annual/regular/special meetings, as required.

SITE MANAGEMENT

- Provide regular site inspections and 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 association's governing documents.
- Assist developers in the creation and establishment of commercial or residential property associations.
- Assist and/or oversee renovation work on properties, prepare budgets and obtain pricing.
- With regard to associations, review and make recommendations on foundation documentation, organize and oversee initial meetings and elections, assist

COMMERCIAL AND RESIDENTIAL MANAGEMENT

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

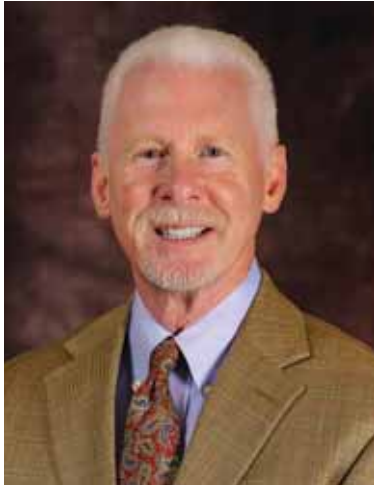
and educate new boards and their members in the proper role of governance and oversight. Aid new boards in the creation of guidelines and rules and their implementation.

- 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 bid specifications, solicit and analyze multiple competitive bids for routine, recurring maintenance services, and construction or renovation work. Submit requested contractor proposals to the landlord or 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 state of the art property management software, for all of our clients. This online platform is a state of the art, proven package that provides a complete and fully integrated accounting system for superior control of all accounts.
- Provide tenant or Association specific portals for "anytime access" to all tenant and association documents along with owner specific needs, such as account balances, outstanding issues, or upcoming meetings.
- The platform 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 K. BLACKWOOD

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

David Blackwood 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, Mr. Blackwood has been the principal consultant on the development of 16 residential communities. Among his clients are Atlantic Builders, Virginia Properties, The Hylton Group, Truist Bank, Bank of America,

Beazer Homes Corporation, Wells Fargo Bank and PNC Bank. Before founding Blackwood Real Estate, Inc., David Blackwood 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 as well as commercial land for development. 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 in Dallas, Texas.

EXPERIENCE

- 39 years in commercial real estate
- 35 years in the Fredericksburg market
- 32 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

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



NANCY K. CURTAS

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

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. In 2018 Mrs. Curtas became a partner in the business. She is a member of the Community Association Institute, and has met the state examination standards

through continuing education, maintaining her professional designation as a Certified Manager of Community Association (CMCA) along with the Association Management Specialist (AMS). Mrs. Curtas has experience in all aspects of association management. Since joining Blackwood, she has successfully managed a large residential portfolio of diverse developments; including townhomes, condominiums, and single-family communities.

EXPERIENCE

- Over 25 years in residential association management
- 11 years as a full time wife and mother
- 5 years in the retail industry

PROFESSIONAL QUALIFICATIONS

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

Associate Bios



ACE G. LASERNA

"Fit no stereotypes. Don't chase the latest management fads. The situation dictates which approach best accomplishes the team's mission."

-Colin Powell

Ace Laserna joined Blackwood Management, Inc. in 2019 as a Community Inspector. Later in the year, he was promoted to Commercial and Residential Property Manager. Mr. Laserna has

experience in all aspects of management. He currently manages a portfolio of commercial and residential properties, including condominiums and single-family communities.

EXPERIENCE

- 5 1/2 years working with the company
- 10 years in the field of law-enforcement and military Personal Protection Products, development and training.
- 4 years working in Real Estate Mortgage and Appraisals
- 6 years retail management
- 2 years banking experience

PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in Managerial Economics: Hampden-Sydney College
- ISO certified for Government contracting in the field of Manufacture and Distribution of Law Enforcement and Military products.

Associate Bios



KIMBERLY HUGGINS

*"Individually, we are one drop.
Together, we are an ocean."*

-Ryunosuke Satoro

Kimberly joined the Blackwood Management Team in October of 2023 bringing with her over

25 years of experience in the customer service and property management industries.

EXPERIENCE

- 25 years Customer service

PROFESSIONAL QUALIFICATIONS

- Columbia Business School
Executive Education - Finance and Accounting
- University of North Carolina
Business Management - Business Communications
- Community Associations Institute
M100

Associate Bios



IRINA "LACEY" BLACKWOOD

*"Alone we can do so little;
together we can do so much."
– Helen Keller*

Lacey Blackwood joined Blackwood Management, Inc., and Blackwood Real Estate, Inc., in 2005 bringing with her a cheerful

environment to help others. Lacey is quickly to solve any issues that may arise in the company.

EXPERIENCE

- 19 years working with the company
- Admin to DKB from 2005 to 2016.
- Bookkeeper for both companies from 2016 to present.
- Named treasurer of Blackwood Real Estate, Inc., and Blackwood Management, Inc., in 2023.
- 6 years being a full-time mom

PROFESSIONAL QUALIFICATIONS

- Associates degree in Art & Science
- Associates degree in General Studies