

## CARON MANAGEMENT, LLC

### Linda Caron

Address: 140 Chestnut St., Springfield, MA 01103

Email: [linda@caronmanagement.com](mailto:linda@caronmanagement.com)

### Profile

Over Twenty-Five Years in Property Management

### Vision

To provide experienced and *personalized* professional management services for Residential Condominium Associations in the Greater Springfield Area. I am dedicated to building long-term relationships with clients through quality customer service and a *personalized* approach to enhancing the peaceful and safe living environment of each Association.

#### Keys to Success

- Honesty & Integrity
- Continuous Improvement
- Sound Communications
- Teamwork
- Personalized Attention
- Detail Oriented

### Professional Background

#### Caron Management, LLC

August 1, 2010

#### Owner, Operator

---

#### Samuel D. Plotkin & Associates, Inc

June 16, 1991 – August 1, 2010

#### Operations Manager

---

#### Avalon / Multi-Management / Lessard

March 1, 1985 – June 1, 1991

#### Comptroller

---

### Education

#### 1981, American International College

Bachelor's Degree

Major in Criminal Justice

Minor in Psychology & Sociology

#### 1979, Springfield Technical Community College

Associate's Degree in Law Enforcement

#### 1976, Cathedral High School

High School Diploma – College Prep

### Personal Interests and Affiliations

*Camping, Reading, Scrabble, Movies*

Member of CAI

Member of AQCA

Member of Exchange Club

With over twenty-five years of experience in condominium and residential property management, my extensive background combined with my dedication and hands-on management approach helps to minimize costs and maximize property values. I work to effectively bring together the Board of Directors, Vendors and Owners in each Community to manage and communicate all property issues on a daily and on-call basis. In all aspects of management, I strive to meet the client's needs in an ethical and cohesive manner.

### Experience

Fund Accounting, Contract Negotiations, Customer Service, Condominium Law, Facility Management, Operating & Reserve Budgets

### Career Accomplishments

- Successfully managed a \$95k Management Claim to the benefit of the Association.
- Successfully saved the full annual cost of management fee in the first five months of my contract through prudent expense planning.
- Successfully managed a \$68k developer claim to the benefit of the Association.
- Successful contract negotiations with local cable providers generated over \$25,000 for Associations under my management.
- Successful contract negotiations with local heating service providers generated free energy-saving devices for all homeowners and improved insulation and ventilation installations.
- Successful, practical financial management and aggressive collections of delinquent accounts greatly improved the critical financial status of two associations, which both now also have a realistic and working capital improvement plan and a reserve account for emergencies.