



Dear New Owner:

Welcome to the neighborhood! We are pleased to inform you that Mulloy Properties, LLC is the Management Company who services Gaslite Square.

Mulloy Properties is a full-service property management firm that manages commercial, retail, patio homes and condominium communities in the Louisville area.

As your management company for Gaslite Square, we are responsible for: accounts receivable/payable, financial statements, obtaining bids and supervision of contracted work such as landscaping, snow removal, common element maintenance and repairs, compliance with community documents and rules and regulations, homeowner calls/concerns and providing an emergency maintenance contact service. Mulloy Properties operates under the direct supervision of your Board of Directors and/or Developer.

For your convenience we offer Gaslite Square Condominium homeowners governing documents online to read and download. Please visit <https://mulloyproperties.com/communities/gaslite-square>. There you will find – Master Deeds and Amendments, Board Governance Operating Procedures, Good Neighbor Operating Procedures, Clubhouse rental forms, Pool Rules, Seller Requirements and other helpful information provided by your Association Board of Directors. If you have additional questions, please contact your Property Manager.

The following are your management contacts for your community:

**PROPERTY MANAGER**

Christie Wilkinson 502-498-2409

[cwilkinson@mulloyproperties.com](mailto:cwilkinson@mulloyproperties.com)

Christie works with homeowners and assists in the management of the community.

**Bookkeeping Services, Annual Dues Payments-**

Santha Leadingham 502-498-2406

[sleadingham@mulloyproperties.com](mailto:sleadingham@mulloyproperties.com)

We would like to inform homeowners that we have a 24 – 48-hour call return policy for non-emergencies. Your property managers typically spend several hours a week out of the office on properties so it may be necessary to leave a voice mail message on occasion. If you reach the voice mail of the staff member you need to speak with,

please leave your name, phone number and address to ensure that your call is returned in a timely manner.

In order for communications between us to work smoothly and efficiently, all maintenance requests will need to be made by either emailing the property manager or calling the maintenance request into the management office at 498-2409 to speak with Christie Wilkinson or via email [cwilkinson@mulloyproperties.com](mailto:cwilkinson@mulloyproperties.com).

### **EMERGENCY – AFTER HOURS/WEEKENDS**

Our on-call maintenance team will respond to emergency calls only, after regular business hours or on weekends. The after-hours emergency number is 502-664-3966. Please be advised that this emergency service is not activated during regular business hours and does not include maintenance within individual homes (only those that fall under the responsibility of the condominium association per the community documents) or landscape/snow removal complaints.

### **Monthly Maintenance Fee Payments & Additional Payments**

The mailing address for your monthly maintenance fee is:

Gaslite Square  
C/O Mulloy Properties  
PO Box 436989  
Louisville, KY 40253-6989

All checks should be made payable to Gaslite Square. Payments are due by the tenth (10<sup>th</sup>) of each month and incur a \$25.00 late fee if not paid by the tenth (10<sup>th</sup>).

Another convenience we are able to offer you is automatic payment of your monthly maintenance fee, eliminating the hassle of writing checks every month. If you are interested in having your monthly maintenance fee deducted from your bank account each month, we can start this service for you. Please fill out the enclosed ACH Form. Please be aware that we do not send out coupons or monthly statements for your maintenance fees.

Additionally, as of June 6, 2025, home buyers will be required to pay a non-refundable Capital Replacement Fee to Gaslite Square. The Fee will be the equivalent of two months of the Monthly Maintenance Fee.

We have enclosed the ACH form and an ***Emergency Contact Form*** that we request you fill out and return to our office. Please contact us with any questions.

**We look forward to being of service to you!**

Sincerely,

*Christie Wilkinson*

Property Manager