



**BROOKS  
REAL ESTATE**

December 22, 2021

To Powhatan Crossing Board of Directors,

Let me introduce myself, my name is Michael Kwiatek, and I will be your New Community Association Manager for Powhatan Crossing effective **January 3, 2022**. I have been in the property & community association management business for over two and half decades and look forward to working directly with you.

As your Community Association Manager, I want you to know that I am committed to assisting you in any way that I can in times of urgent need or just general everyday questions. I can be reached at 757-345-5105, or by email at [michaelk@brooks-re.com](mailto:michaelk@brooks-re.com) with any questions or concerns. After normal business hours and on weekends, you will be connected to our after-hours emergency answering service.

It is most honorable that you have made the choice to contribute to your association. It will be a pleasure to work with you and I look forward to continuing the relationship in 2022. My goal will be to reach out to each board president the week of January 3 and begin coordination of board activity and goals.

Once again, Brooks Real Estate, Inc. and I appreciate our continued relationship with Powhatan Crossing, and we look forward to working with you in the future.

Sincerely,

Michael Kwiatek, ARM, CPM, CMCA, AMS  
Community Association Manager  
Brooks Real Estate, Inc.

Melissa Sabb, CMCA, AMS  
Community Association Manager  
Brooks Real Estate, Inc.

Cc: POA File

