

# **GREENSBORO**

# CONDOMINIUM OWNERS ASSOCIATION COMMUNICATION PROCEDURES

Management would like residents to be informed of the community communication procedures. Here's how to receive service for emergencies, issues, questions and concerns.

## **ON-SITE OFFICE**

For community related questions or concerns during office hours, contact the Property Manager, Dawn Knudson at <u>greensboro@gassen.com</u> or by phone at 952-544-0477. The on-site management office is located at 7314 West 22<sup>nd</sup> Street (community building).

### **ON-SITE OFFICE HOURS**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM -	8:00AM-	8:00AM-	8:00AM-	8:00AM-
5:00PM	5:00PM	5:00PM	5:00PM	5:00PM

Office hours are subject to change

#### **OFF-SITE OFFICE**

For account related questions or concerns during office hours, contact the Association Manager, Jordan Christopherson at <u>jchristopherson@gassen.com</u> or 952-922-5575. The off-site management office is located at 6438 City West Parkway (Eden Prairie).

#### **OFF-SITE OFFICE HOURS**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM -	8:00AM-	8:00AM-	8:00AM-	8:00AM-
5:00PM	5:00PM	5:00PM	5:00PM	5:00PM*

Office hours are subject to change

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\*The off-site office will be closed at 1:00PM every Friday from Memorial Day to Labor Day

For community emergencies at any hour, contact Gassen Management at 952-922-5575.