

Welcome to Your New Home

AKAM Associates, Inc. welcomes you to **The Sheffield!**

This document provides important and helpful information about living in The Sheffield. Please keep this document in a safe place and refer to it often when you have questions regarding contact information, procedures, policies, and protocol.

The Sheffield is managed by AKAM Associates, Inc. AKAM is the full-service professional resident management company entrusted with managing the day-to-day and long-term affairs of this property.

Edward Johnson is the AKAM agent who manages this building. For the fastest response, all communication regarding your residency in this property should be directed to him in writing.

On the next page, you will find a full list of management, in-house, service, and emergency contact information for your easy reference. Subsequent pages contain the House Rules and Guidelines that govern residency in The Sheffield, and helpful information about living here.

AKAM welcomes you again to The Sheffield, and pledges to provide our best service to you and your fellow unit owners for as long as you live here.

Sincerely,

Your Management Team