

**ST. PAUL'S CHURCH**  
**VESTRY MEETING: April 21, 2026**

**PROPOSED RESOLUTION: NUMBER 26.04.21.02**

**Management of the 3<sup>rd</sup> Floor Apartments by *Property Management Alliance (PMA)***

**Submitted by:       Tim Cassavaw, Vestry Member**  
**Douglas Mouncey, Treasurer**

**BACKGROUND INFORMATION**

The following information relates to the two apartments on the third floor of the parish house.

St. Paul's does not have the necessary levels of staff resources to oversee the management of the two apartments.

Based upon his extensive career in the real estate industry and further research, Mr. Cassavaw determined that representatives of *Property Management Alliance* should be invited to serve as the managers of the apartments.

Representatives of *Property Management Alliance* have had two site visits with Mr. Cassavaw and Mr. Mouncey as renovations have progressed.

Highlights of the "Management Agreement" include:

- St. Paul's will hire PMA to "manage, operate, control, rent, and lease the property known as "310 Montgomery St, Syracuse, NY 13202"
- The term of the lease will be one year. Upon completion of the initial term, the Agreement will automatically renew on a month-to-month basis or extended for a like period in writing by either party 30 days prior to the date of renewal.
- PMA will collect all rents and present a monthly accounting of rents received and expenses paid out; all net receipts will be deposited into a Trust account (managed by the Manager for the benefit of St. Paul's) in a qualified bank.
- PMA will advertise the availability for rental, display signs "for rent" signs; to sign; renew and/or cancel leases; to collect rents; to terminate tenancies and to serve in the name of St. Paul's such notices as are appropriate; to institute and prosecute actions; to evict tenants and to recover possession of the premises; to sue for in the name of St. Paul's and recover rents and other sums due; and when expedient, to settle, compromise, and release such actions or reinstate such tenancies.
- Negotiated leases will be subject to St. Paul's approval.
- PMA to make or cause to be made and supervise repairs and alterations and to do decorating on said premises; to purchase supplies and pay related bills; agrees to secure the prior approval of St. Paul's whenever practical on all expenditures in excess of \$500 for any one item, or recurring operating charges and/or emergency repairs in excess of the maximum, if in the opinion of PMA such repairs are necessary to protect the property from damage and to maintain services to the tenants as called for in their leases or required by law.
- PMA will hire, discharge and supervise all labor, employees and independent contractors required for the operation and maintenance of the premises; all employees are to be deemed employees of St. Paul's; PMA perform any of its duties through St. Paul's attorneys, agents or employees and shall not be responsible for their acts, defaults or negligence if reasonable care has been exercised in their appointment and retention.

- Management fees: one time set up fee \$100/unit; 50% of first month rent or \$1,000 whichever is higher (leasing fee includes all advertising, phone calls, trips to show the units and qualifying the applicants; \$125 for lease renewals.
- Minimum monthly maintenance balance of \$500 is to be held in a maintenance account.
- A minimum of 10% of Gross Operating Income (rent plus other income) or a minimum of \$200 per month
- Additional fees: Maintenance/Repair (time & material basis; \$50 - \$100/hr plus taxes & materials); Emergency Services (\$75 - \$180/hr or more depending on scenario); Licensed 3<sup>rd</sup> party contractors will be subject to an administrative markup; Eviction & Collections are not included in property management fee
- St. Paul's will reimburse PMA for any products, parts, or merchandise necessary to complete such repairs

### **ADDITIONAL INFORMATION**

Amounts to be charged for rent, storage, and parking will be developed in consultation between St. Paul's and PMA, and negotiations with tenants.

### **RESOLUTION**

The Vestry of St. Paul's authorizes Fr. Philip Major to sign the Management Agreement with Property Management Alliance.

*Vestry Meeting 4.21.2026 Property Management Resolution*