NBEG
The North Bay Equity Group, Inc.
Property Management

Experience is the difference.



The Property Management Team:

CAROL DRYSDALE

Carol has been with The North Bay Equity Group (NBEG) for the last 13 years, managing commercial real estate, high-end vacation rentals, and selling real estate. Before joining NBEG, she spent seven years managing Class A commercial assets for Equity Office Properties. There, she managed over 400,000 square feet of office space and handled over seventy-five individual tenants. Before working at EOP, Carol led the Property Management Department at Keegan & Coppin. When she started there in 2001, she managed a large variety of properties, ranging from office, industrial, medical, and retail centers. Carol's experience working with and reporting to institutional companies gives North Bay Equity Group an advantage over other property managers.

TRACI VINCENT

Traci brings over 30 years of real estate experience, with a background that spans residential, commercial leasing and sales, and property management. She began her career in residential real estate before moving into the commercial division with Grubb & Ellis as an Administrative Manager. She later helped launch Orion Partners Commercial as a founding member. For the past 20 years, Traci has focused on property management, overseeing apartments, offices, retail centers, mini-storage, and industrial properties for local investors. She has managed a 92,000-square-foot retail center for the past 13 years, along with several other commercial assets. Known for her hands-on approach, strong tenant and investor relations, and deep knowledge of real estate, design, and bookkeeping, Traci brings a balanced and practical perspective to the property management team

Property Management Services

Whether you own office, retail, or industrial properties, you can rely on **The North Bay Equity Group's** expertise to maximize your return—and your peace of mind. Our experienced management team handles all aspects of property operations, including bookkeeping, tenant relations, leasing, maintenance, construction management, design and more, ensuring your property performs at its best.

What Sets Us Apart

Our level of service is built on decades of proven experience. Our Property Managers each bring over 30 years of industry knowledge and have successfully managed all types of property and tenants. Currently, we manage more than 700,000 square feet of commercial space. Known for their attention to detail and high responsiveness, our managers consistently deliver superior customer service.

Clear Communication Is Key

We believe in maintaining an open line of communication between owners and tenants. Our team excels in conflict resolution, relationship building, and proactive advisement. The client always comes first. We anticipate needs before they arise and work diligently to resolve issues with discretion and professionalism. We also maintain strong relationships with reliable, high-quality vendors to ensure your property receives exceptional care. We can tailor our services to fit your needs - from basic inspections to full service.

Financial Reporting You Can Trust

We utilize Yardi Breeze Premier Property Management Software to deliver timely, accurate, and transparent reporting. Ownership receives:

- Monthly and year-to-date operating statements
- Monthly bank reconciliations
- Budget-to-actual variance analysis
- Receivables activity analysis
- Lease expiration reports
- Rent rolls

Owners also have 24/7 access to reports via the secure Yardi Breeze Premier Owner Portal.

Additional Services

- **Maintenance Programs** – We monitor costs and develop preventative maintenance schedules.
- **Rent Collection** – Timely collection and deposit of rent payments.
- **Construction Management** – We oversee tenant improvements, choose materials/colors, obtain competitive bids, and manage the construction process from start to finish.
- **Documented Procedures** – We assist in developing building rules and regulations to ensure tenant safety and operational consistency.
- **Insurance Compliance** – We coordinate with insurance providers to maintain policy compliance and risk management standards.

North Bay Equity Group – Property Portfolio Summary

Property	City	Type	Spaces	Square Footage
120 Pleasant Hill Avenue North	Sebastopol	Office	31	12,672
1003-1007 Gravenstein Highway North	Sebastopol	Office	1	88,234
133 Copeland Street	Petaluma	Industrial	6	78,758
5350 Commerce Boulevard	Rohnert Park	Office	11	12,735
Santa Rosa Corporate Center	Santa Rosa	Industrial/Office	10	216,477
874 & 876 Gravenstein Hwy South	Sebastopol	Office	21	8,501
535-539 Fourth Street	Santa Rosa	Office/Retail	10	7,315
USPS Annex – 275 Petaluma Avenue	Sebastopol	Industrial	1	16,000
322 Bellevue Avenue	Santa Rosa	Industrial	4	61,148
3320 Industrial Drive	Santa Rosa	Industrial	1	20,380
850 and 860 Lindberg Lane	Petaluma	Office/Industrial	5	46,240
7–9 Jordan Street	San Rafael	Office/Industrial	2	13,270
901 C Street / 1306 3rd Street	San Rafael	Office/Retail	2	4,428
Farmers Lane Plaza 1501–1591 Farmers Lane	Santa Rosa	Shopping Center	21	92,000
519 Mendocino Avenue (7th Street)	Santa Rosa	Office/Retail	3	6,260
6010–6040 Commerce Boulevard	Rohnert Park	Office	26	29,618
Total			**135**	**714,036**