Burke History

About the Company

Founded in 1946 by John Burke, Burke Properties is a full-service real estate agency. No only do we buy and sell residential and commercial properties, Burke Properties can also handle your leasing and relocation needs.

Our Philosophy & Affiliations

Burke Properties’ corporate philosophy is as valid today as it was when John Burke first spoke it back in 1946: “Satisfy each client’s real estate needs no matter what.” Whether you’re buying your first home or need to lease 8,000 square feet of office space, every customer will receive the same high-quality service.

Burke Today

Today, the business is owned and operated by the founder’s granddaughter, Jan Burke. As the firm’s principal broker, Jan has been involved in all phases of real estate for over 20 years. Her experience includes national historic preservation and restoration projects, as well as residential and commercial development.

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Vision Office Products

Employee Benefits and Services

Vision Office Products offers a comprehensive package of employee benefit programs. Below is a summary of those programs.

**Health Insurance**

Health care expense protection for you and your family.

The Medical Plan is designed to provide valuable protection for you and your insured family members against the rising costs of health care. It pays the major share of hospital, surgical, and medical expenses whenever treatment is needed for illness, injury, pregnancy, or childbirth.

**The Medical Plan** is made up of two types of coverage:

Basic coverage pays the full cost of covered expenses for in-hospital care certified as necessary by the Patient Advocate Program (as described in the following pages), as well as certain outpatient services related to hospitalization, surgery, or emergency care.

Major Medical coverage pays benefits toward a broad range of medical services and supplies, including surgery, anesthesia, doctor’s visits, diagnostic services, emergency care, and other specified expenses.

**Plan costs**

The Company pays the full cost of your coverage under the Medical Plan. The Company also pays the major share of the cost of Medical Plan coverage for any eligible members of your family (that is, your spouse and unmarried dependent children to age 19 or to age 25 if a full-time student) whom you elect to enroll in the Plan. Your monthly contributions for family coverage are listed on a separate sheet in the pocket of this handbook.

**The Patient Advocate Program**

The Patient Advocate Program is managed by a team of health care professionals who will provide you with information about the alternatives available to you before you receive hospital or surgical treatment. In addition to helping you determine if hospitalization is necessary and appropriate, your Patient Advocate representative (a specially trained registered nurse) can assist you in obtaining second surgical opinions when needed (as described later in this handbook), and answer questions about other health-related matters.

The Patient Advocate Program works in conjunction with your hospital coverage to help ensure that you receive the highest quality of health care available, while helping you avoid unnecessary or prolonged hospital stays.

All full-time employees are eligible for coverage under these plans. If you enroll, coverage will commence on the first day of the month after the month in which you begin work.

**Dental Insurance**

The Dental Plan pays benefits toward a wide range of dental services and supplies, including preventive care, restorative services, and orthodontic treatment for you and your insured family members.

**Plan costs**

The Company pays the full cost of your coverage under the Dental Plan.

If you elect Dental Plan coverage for any of your eligible family members, the Company also pays the major share of the cost of their coverage. Your monthly contributions for family coverage are listed on a separate sheet with this handbook.

**Disability Plans**

Your disability benefits are designed to continue all or part of your pay if you are unable to work due to illness, injury, pregnancy, or childbirth. Protection is provided for temporary disabilities lasting up to 26 weeks or for more serious disabilities lasting longer than 26 weeks.

Your disability benefits are made up of two types of coverage:

Short Term Disability Plan coverage continues 50% or all of your pay for up to 26 weeks, based on your length of service.

Long Term Disability Plan coverage continues 60% of your pay after you have been disabled for 26 weeks and throughout your disability ⎯ generally up to age 65.

**Profit Sharing and Retirement**

The Company Profit Sharing Retirement Plan lets you share directly in the Company’s growth and success, contributing to your financial security for the future. You become a Plan participant after you have completed one year of service (minimum 1000 hours) with the Company.

**Company contributions**

Once you become a Plan participant, the Company automatically begins making annual basic contributions to the Plan on your behalf equal to 6% of your annual pay, up to $15,000 each.

**Wellness Program**

Routine physical examinations

The Company will reimburse you up to $300 for routine physical examinations performed by your personal physician after two years of employment and every two years thereafter if you are under age 35, or after one year of employment and annually thereafter if you are age 35 or over.

Please consult your Human Resources Department for more information.

**Vision care**

If you spend more than half of your time working at a video display terminal, the Company will pay up to $115 a year toward the cost of covered vision care expenses, including eye examinations, eyeglasses, and contact lenses.

**Weight reduction programs**

The Company will pay benefits toward the cost of your participation in a weight reduction program when offered at your work location, or offsite when not available at your location.

**Time for yourself**

In addition to our Flextime Advantage program, Vision Office Products offers an extremely competitive group of time off options. Time off options include the following:

**Vacation Plan**: To satisfy your preferences as well as to meet the staffing needs of the department, please discuss your vacation plans well in advance with your supervisor.

Holidays: Full-time employees are eligible for ten (10) paid holidays in each calendar year.

Sick days: At the beginning of each successive year, an employee is given an additional six (6) days. These will accrue to provide a maximum of ten (10) sick days.

Sabbaticals: After you have completed ten years of employment and every fourth year thereafter, you are eligible for an extra two weeks off with pay.

Personal days: See your employee handbook for the specific number of days permitted.

Family leave: See your employee handbook for specific details.

Study time: Study time is granted on an individual basis and is subject to your supervisor’s and Mr. Taylor’s approval. You may be eligible if you — are enrolled in a company approved education program — have been with the company for at least one year.

**Parking**

Employee parking is provided. Vision Office Products employees have access to several parking lots in the area. You will be assigned to one of the following parking lots:

For your safety, please cross only at the crosswalk.

**Automatic Paycheck Deposit**

Many of our employees find it convenient to have their regular paycheck automatically deposited in their bank account. If you would like to make a similar arrangement, contact the Accounting Department.

**Benefits and term of employment**

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

Our group health insurance program can be continued if you leave the company under guidelines described by Federal Law. You will receive a detailed explanation of this privilege.

Burke Properties, Inc.

About Us

Burke Properties was founded as, and continues to be, a full-service real estate brokerage firm. We arrange a broad range of services including residential and commercial sales and leasing. Jan Burke, the principal broker, has been personally involved in all phases of property management for over twenty years. This experience includes: historic preservation, restoration, leasing and sales management, and consulting for developers on issues ranging from planning to final marketing. The brokers and associates of Burke Properties are a well-balanced team of seasoned professionals who offer our clients a unique blend of specialties in the various markets within the area.

Description of Our Firm

Burke Properties offers a functional delivery service around a true single point of contact, with a team of experienced, diverse professionals. Our point of difference from other firms may be that our caseloads are limited; when you need help, the person you need to talk to is the person you “get” to. We are primarily “customer driven” while being a competitive, proactive leader in providing services. We have positioned ourselves in the community as being both flexible toward and adaptive to the varying cultures and needs of our clients.

Our Corporate Philosophy

To provide individual and corporate clients with the highest caliber of relocation and real estate services. In response to each client’s unique needs, our Relocation Team is committed to ensuring smooth, organized and problem-free moves. Our exceptional relocation services begin with our Relocation Director and extend through the services arranged by our knowledgeable, courteous, caring and capable associates.

Our Goal

The goal of Burke Properties, Inc. is to supply the best customized, diverse service to our clients. We realize that quality service is the key to our business. We strive to earn your respect through an honest, fair, and direct approach to your requirements. By realizing our goal, we will meet your needs now and in the future. We will be rewarded with your recommendations to your family, friends, and business associates.

Our Relocation Department services are firmly founded on knowledge, expertise, and a genuine caring spirit. Relocation can be traumatic, but the Relocation Department at Burke Properties, Inc. offers availability whenever you need it.

Our Company Affiliations

Burke Properties is a privately owned company of independent employees with no financial ties to any other companies. Our memberships in national networks such as International Relocation Services, Employee Relocation Council (ERC), Relocation Information Service (RIS) and National Referral Roster (NRR) offer effective member programs to serve corporate and relocation needs nationwide. The network also offers an incomparable combination of benefits to Burke Properties and other independent brokers.

Relocation Components

*Relocation Team* The Relocation Director, Broker and Sales Associates create a total sensitive and sensible team approach while meeting the unique needs of every person or family being relocated.

*Relocation Package* Designed to be useful yet extensive enough to be serviceable. Included is information on area communities, schools, taxes, recreation, cultural activities, and many other materials about the area.

*Sales Associates* Dedicated and specially trained to arrange the relocation services that our clients expect and deserve within specified time limits.

*Corporate Division* Presentations on the area and on Burke Properties, Inc. Relocation services for all size corporations, businesses, and companies.

*Special Network* The Relocation Department is for clients moving out of the area to anywhere else in the United States. Detailed information and network contacts for the new destination are supplied.

Arrange to Sell Your Home

Here’s What a Realtor Does For You

1. Works to get top dollar for your property
2. Locates pre-screened prospects
3. Knows the territory
4. Arranges a third-party unemotional view
5. Arranges marketing expertise at no extra cost
6. Makes your home more sellable
7. Arranges assistance for the buyer
8. Ensures no closing time problems
9. Eight Service Locations

Buying a Home

Mortgage rates for 30-year fixed mortgages have fallen below the 8% mark. Interest rates of 7.0% for a 30-year fixed mortgage reflect “the lowest mortgage rates in years,” according to information released by the Acme Association of Realtors.

The comparison of mortgage rates nationwide reflects the market as 30-year fixed mortgages are at 7.0%; 15-year fixed mortgages are at 6.875%; and 1-year adjustable rate mortgages are at 6.2%.

For this month, the 30-year mortgage rate is one percent lower than one year ago, according to information released by the Mortgage Market Information Services, a mortgage report recording service.

Currently, with mortgage rates at record lows, borrowers are focusing on fixed-rate mortgage loans as a way to secure fixed rates for the duration of their mortgage. The record low number for mortgage interest is fueling a fairly strong fall selling market.

The Regional Real Estate Information Service reported an increase in sales of 20% last month compared to this month, which is reflective of the continued drop in interest rates.

The Association of Realtors represents more than 3,500 brokerage professionals in this region.