

## WHAT WE DO FOR YOU

We collect monthly assessment payments

We maintain records of all receipts and expenditures for the Association

We maintain a separate custodial account for all money collected on behalf of the Association. From these funds we pay the expenses incurred in the operation of the Association

We provide a monthly statement to the board, showing receipts and disbursements. A copy of all payments are provided to the Treasurer

We prepare a yearly budget for the Association

We provide an annual statement showing cumulative receipts and expenses to the Association

We contract for the maintenance of the property, including cleaning, painting, maintenance and repair work. All work is done at the expense of the Association

We hire, fire, supervise and pay Association employees, as well as any related taxes. All salaries, taxes and other expenses are considered an operating expense of the Association.

We intercede and negotiate all disputes with employee unions

We regularly inspect the property and recommend changes and major purchases, as required

We contract for supplies and utilities necessary to operate the property

We take complaint and emergency calls from owners on behalf of the Association, and make arrangements to have the problem corrected

We attend Association Board meetings as per the Management Contract

We coordinate all move-ins and move-outs

We maintain records of all Insurance coverage pertaining to the property