

# Company Services

## Administrative Services

- Welcome packages for new owners
- Maintain accurate contact information for all owners and tenants
- Attend scheduled board meetings and distribute meeting minutes
- Assist the Board of Trustees in drafting and distributing resolutions, rules, and regulations
- Act as a liaison with owners, contractors, accountants, attorneys, realtors, insurance providers, and government agencies
- Provide necessary documents for unit sales and refinances

## Property Management Services

- 24/7 emergency response
- Routine inspections of buildings and grounds
- Monitoring maintenance requests and repairs
- Bid solicitation for major improvements and repairs
- Work order preparation and vendor coordination
- Comprehensive follow-up on all service requests
- Online portal access for owners to submit requests

## Maintenance Services

- General building maintenance and repairs
- Deck repairs
- Lawn maintenance and snow removal
- Drainage solutions
- Power washing and mulching
- Tree work and landscapes walls
- Sidewalk and lighting repairs
- Painting and plantings
- Common area cleaning
- Door closer and lock repairs

## Construction Management Services

- Comprehensive project oversight from planning to completion
- Focused management of scheduling, cost, quality, and safety
- Clear communication with all project stakeholders
- Strategic planning to meet deadlines and control costs
- Dedicated to maintaining site safety and efficient practices

## Financial Services

- Full-service property management with advanced software
- Timely collection of association fees
- Issuance of delinquency notices
- Preparation of monthly financial reports
- Maintenance of operating and reserve accounts
- Invoice verification and check preparation
- Development of annual operating and reserve budgets

## Real Estate Services

- Residential and commercial sales and leasing
- Expert guidance for buyers and sellers
- Strategic marketing and staging
- Buyer targeting, negotiation, and price maximization
- Leasing and promotion of rental properties
- Tenant screenings and property showings
- Property vacancy reduction
- Rent collection and reporting

## Concierge Services

- 24/7 front desk staffing and resident assistance
- Guest check-in and visitor management
- Key and secure and move-in/move-out access coordination
- Vendor access and unit supervision
- Private event planning and amenity space setup
- Catering and staffing support
- Lounge, media room, and rooftop reservations
- Valet parking and car retrieval
- EV charging assistance
- Emergency response and lost and found
- Seasonal events and holiday décor setup