

AMERICAN PROPERTY ASSOCIATION MANAGEMENT

Management Services

Administration of daily Association needs

Mail notices of delinquency

Send delinquent owners to collections

Provide Board monthly and yearly reports of the Association

Payment of all invoices; including utilities

Daily deposits

Reconciliation of bank statements

Budget preparation

Coordination of annual Federal and state tax returns

Billing of assessments

Enforcement of all governing documents

Monthly on-site community visits for compliance

Handling of Architecture requests

Storage of records

Availability to Board to handle requests, questions and advice

Liaison to vendors; including collecting multiple bids for services

Meetings with the Board

Annual meeting with the owners

Preparation of annual notices

Maintain membership roster

Maintenance of records and files of the association

Creation and distribution of newsletters and other mailings

Daily member communications