

COASTAL REALTY & PROPERTY MANAGEMENT, INC.
MANAGEMENT SERVICES

- Full time staff Certified Public Accountant to provide monthly financials and reports for the Association using AppFolio software
- Two Full time bookkeepers for daily accounts payable and receivable
- Coordination of annual review/audit with 3rd party accountant and filing of annual tax return
- Delinquent account management including coordination with collection Attorney
- Preparation of proposed annual budget for Board review and approval
- Preparation and distribution of Coupon Books for owner assessments if requested
- Online portal for owners to make payments online and set up recurring payments.
- Monitor budgeted expenses for cost effectiveness and potential reductions
- Assigned Licensed Community Association Manager to property
- Administrative Assistant and Managing Assistant employees at main office to assist CAM as needed
- Supervision of maintenance and custodial activity
- Expert knowledge of Homeowners Association & Condo Association Law
- Experience of the everyday operation of an HOA/COA
- Obtaining proposals/bids and negotiating of contracts
- Manage vendor activity on property to assure within contract terms and meets needs of the community
- Main Office staffed 7 days per week (Association Management office Mon-Fri, weekend rental office staff to assist with Association Management as needed)
- Scheduled routine preventative maintenance
- E-mail capabilities for owner and Board communications
- Manage the Assoc website with updates and changes as needed
- Provide electronic access to Association governing documents for owners. Printed copies provided upon owner request; owner pays for cost of copies.
- Regular property inspections to identify maintenance and rule enforcement needs
- Preparation of and distribution of Notice & Agendas for meetings
- Attend meetings of the Board and Owners
- Coordinate and organize Annual Owner's Meetings and Elections for the Association
- Handle all Owner mailings
- Special projects as approved by the Board
- File annual corporate report to State
- Receive and respond to owner concerns/complaints
- Maintain current owners list and files
- Process estoppel request for property sales and owner refinances
- Complete mortgage company questionnaires for sales & owner refinances
- Enforcement of Association rules and regulations
- Provide after-hours emergency services and contact information
- No additional costs above Management Fee for office supplies, faxes or copies from main office (excludes bulk copies and large mail-outs); additional costs limited to actual postage costs for mailings (no markup) and Architectural Review Committee services