

PROFESSIONAL SERVICES

The following outline summarizes services offered by Bill Stout Properties, Inc.

Administrative (Financial)

- Maintain/Reconcile Operational Account
- Maintain/Reconcile Capital Replacement Account (Reserve), if applicable
- Monitor Capital Fund transfers
- Collection of condominium fees
- Collection of assessments (as applicable)
- Collection of late charges
- Collection of owner-reimbursement maintenance invoices
- Maintain individual payment computer ledger for each owner
- Posting of income
- Posting of expense payments
- Issue notices of maintenance fee/assessment collection
- Coordinate legal notices regarding liens and foreclosure actions

Annual Accounting

- Submit proposed annual Budget (as per By-Laws)
- Calculate condominium fees based on Board/Council approved Budget
- Prepare/distribute maintenance fee/assessment notice to residents and audit
- Prepare documentation for CPA reviews, compilation, and filing
- Meet with CPA (when applicable)
- Prepare and distribute 1099 tax forms
- File Annual Corporation Report (Secretary of State)
- Oversee Tax Return submission
- Propose Long-Range Plan (5-year)
- Revise Annual Long-Range Plan Projection (Annual)

Monthly Accounting

- Create monthly account report (Operational)
- Create monthly accounting report (Capital)
- Bank Statement reconciliation
- Report variance (%) to Budget comparison
- Furnish year-end operational statements
- Report delinquencies to Board of Directors
- Email statements to Board of Directors

PROFESSIONAL SERVICES (CONT.)

Maintenance (General)

Exclusive online maintenance review (For Board members only)

Periodic site inspection of Common Elements
Initiate Common Area improvements
Review maintenance procedures with Board approval
Coordinate and schedule landscape with Board approval
Coordinate and schedule lawn care with Board approval
Coordinate and schedule snow removal with Board approval
Negotiate scheduling of maintenance and cost related to same per Budget
Emergency maintenance provided to Association 24 hours/7 days*
Process resident maintenance requests in accordance with By-Law procedures

Supervision/Monitor

All contractual services
All maintenance services
Legal issues (with Board direction)
Insurance related matters
Staff/Miscellaneous payroll
Bookkeeping and collection
Operational Budget
Common Areas
Master Deed and By-Law enforcement
Communications with residents
Annual meetings (Association)
Special meetings (Association)
Community Projects (Special)

Website Support

Exclusive website for property

Contact Information
Service Requests
Brokerage Assistance
Forward Email Correspondence

Other

FHA Certification (Optional)

**Emergency calls are subject to a charge for administration and processing.*

