

Full Service Management



Full Service Management

This service option is for communities that want to have the burden of management fully taken off their hands and placed with our office.

The Following are in-depth looks at each branch of the **Full Service Management** tier:

Management and Administrative Services

Financial Management

Property Maintenance

Web Based Services for the Board & Homeowner

Management and Administrative Services

Our management services are a combined effort between the managing agent and the administrative support provided. Each property manager is assisted with a dedicated managing assistant as well as office support providing the needed depth to result in the highest level of service.

Managing Agent Services:

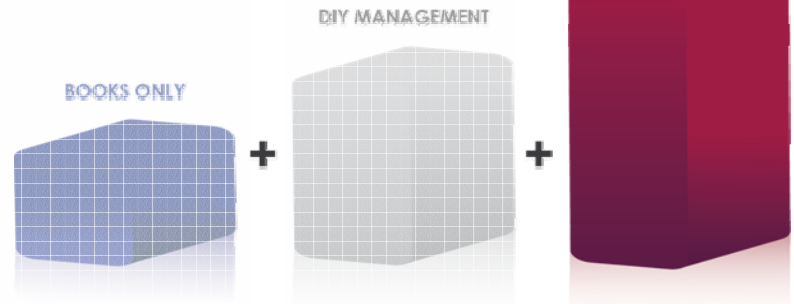
- Attend Board and Annual Meetings
- Annual Meeting Presentations
- Notify Boards of Current Activities
- Assist in Creating Rules & Policies
- Working Knowledge of Governing Documents
- Communicate With Attorneys, CPA's and other professionals
- On-site oversight of contractors
- Provide Education to Board Members
- Implement the Decisions of the Boards

Managing Assistant & Customer Services:

- Communicate with Home Owners
- Maintain Association Records & Files
- Issue Notices of Violations
- Process Work Orders
- Produce Various Reports
- Distribute Welcome Packets to New Owners

810-715-5310 Phone
800-965-5292 Toll Free
810-715-5316 Fax

6190 Taylor Drive, Flint, MI 48507
CummingsManagement.com



Full Service Management



Financial Management

Maintaining complete, accurate, and timely association financials is a cornerstone of our firm. We produce all the necessary financial information your association will need to make sound financial decisions. From developing accurate operating budgets to reserve funding, we have the resources to protect and maintain the financial health of your association. As part of our services we provide the following financial reports on a **Monthly Basis**:

- Balance Sheet
- Income Statement with Budget Comparison
- Cash Disbursement Report
- Reserve Tracking
- Delinquency & Pre-paid Report
- Utility Reports
- Late Fee & Collection Proceedings
- Bank Reconciliation of All Accounts
- Copy of all Invoices Paid
- Check Stubs

On an Annual basis:

- Preparation of Budgets
- File Tax Returns
- 1099 Preparation
- Worker Compensation Audits

Property Maintenance

Our staff has the ability to identify and solve your maintenance issues quickly and effectively utilizing our network of carefully screened vendors-vendors who know the level of service and quality our clients expect. As part of our maintenance program, we provide regular site inspections of the property, present our findings to the Board, and assist in securing bids when maintenance work is needed.

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The following are actions taken to maintain our communities:

- Inspection of Property & Grounds
- Preparation of Maintenance Programs
- Vendor Qualification & Insurance Monitoring
- Contract Negotiation
- Contract Supervision



Full Service Management

Web Based Services for Board and Homeowner



Many of the above mentioned services are all entered in our online management system. This system works to keep all things tracked and helps to communicate to all involved parties. What this means to our clients is that what we do on their behalf is fully transparent. To realize all that is online and available to our clients 24/7/365, please view our website, www.CummingsManagement.com

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