

Broihahn Management & Consulting - Condominium Services

1) **Accounting Functions:**

- * a) Collection of monthly dues and special assessments when necessary
- * b) Follow-up on delinquencies and file liens (Association pays lien & legal fees) when necessary
- * c) Provide financial reports and analysis
- * d) Submission of year-end report
- * e) Accounts payable
- * f) Assist accounting firm with preparation of tax return
- * g) Consult with Board on investments
- * h) Manage reserve account(s)

2) * **Prepare annual budget**

3) **Prepare long term capital improvement plan and provide investment counseling**

4) **Maintenance of common area (interior and exterior):**

- * a) Administrative time to solicit contract labor
- * b) Employ on-site personnel when applicable (wages are an Association expense)
- * c) Site inspections (administrative)
 - d) Building repairs, compliance and construction supervision
 - e) Assist when necessary and agreed upon with punch list administration completion
 - f) Provide 24-hour emergency maintenance
 - g) Maintenance service to individual owners

5) **Insurance:**

- * a) Bid out insurance coverage per Board instruction
- * b) Assist Board with insurance claims

6) **Board/Association Functions:**

- * a) Attend Board meetings (two per year are included) Attend Annual Meeting
- b) Distribute meeting minutes and other Association correspondence (mass e-mails included in fees)
- * c) Liaison between committees and/or Board and Association members

7) **Resident Services:**

- * a) Welcome packages
- * b) Assist with social activities & senior and/or family resource coordination
- * c) Group discounts on items that unit owners may purchase
- * d) Compliance with ADA and fair housing laws, including Board education
- * e) Resident correspondence, excluding mailings
 - f) Completion of lender or appraisal questionnaires, provide information to real estate agents, new home owners, title companies – purchases and refinancing
- * g) Accept, respond and follow-up to unit owner concerns

8) **Miscellaneous Administration:**

- a) Printing of checks, postage & bank fees
- b) 24-hour after-hours message service
- c) Newsletter (when applicable)
- d) Legal fees & web software

** Included in management fees*