

PHYSICAL PROPERTY MANAGEMENT

With this program, we will take over all the functions of the physical maintenance of the property, including but not limited to:

- Individual Unit issues, to the extent of HOA responsibility
- Overall (common) Property issues, including all as-needed and periodic maintenance/repair services (including Reserves requirements)
- Notice preparation and delivery to individual units/Owners regarding physical maintenance issues
- Repair and/or maintenance follow-up to assure satisfactory completion
- Approval of Vendor invoices for HOA Payment
- Periodic Vendor review and performance evaluation
- Bid offerings, bid analysis and presentation of bids to the HOA for approval/rejection