

As part of our full-service management agreement, **Cardinal Management, Inc.** is pleased to offer the following services:

Administrative Management

Management Transition:

Complete comprehensive transition from one firm to another including: administration, records, files, financials, physical plant, and contract review.

Property Manager/Management Team:

Assignment of an experienced community manager, assistant community manager and management assistant to your community. Work loads for managers closely monitored to prevent "over-loading."

Meetings:

Attend Board meetings, the annual meeting, and committee meetings as agreed upon.

Reporting:

Advance submission of comprehensive, proactive management report prior to a regularly scheduled meeting.

Covenant Enforcement:

Active assistance to the architectural review committee, as well as proactive and frequent involvement in the architectural process.

Record Keeping:

Secure and efficient maintenance of Association records at our corporate offices and on site, as appropriate.

Contracting Procedures:

Draft specifications, solicit proposals, conduct bidder's conferences when needed, bid analysis and recommendations to the Board.

Resident

Communications:

Ensure and promote sound communications between the Board, and Management, in the community. Actively assist the Board in the development of materials and the implementation of programs designed to enhance overall communications.

Roster:

Establish and maintain a database of all owners and tenants.

Financial Management

Budget Formulation:

Draft comprehensive annual including line-item narrative, supporting documentation, and replacement reserve analysis. Attend budget review sessions as agreed upon. Finalize all budget documentation.

Capital

Reserve Schedule:

Provide a detailed capital reserve schedule and update concurrent with budget cycle.

Financial Statements:

Provide comprehensive, customized financial statements.

Accounts Receivable:

Receive income from all sources. Provide comprehensive accounting.

Accounts Payable:

Make all disbursements promptly. Provide accounting of same. Reconcile all bank accounts monthly. Maintain audit controls. Prepare for and interface with auditors.

Delinquency Monitoring:

Maintain effective delinquency control program and procedures. Interface with counsel.

Asset Management:

Assist in investing association funds. Recommend and execute decisions.

Computerization/Automation:

As a service company, Cardinal Management Group invests significant capital each year to maintain the latest computer and office automation technology, offering our communities the benefits of the most current technology available in the community management industry.

Operational Management

Property:

Conduct comprehensive site visits for all matters of responsibility.

Contract Management:

Provide close scrutiny over contracts/contractors, particularly specification compliance, prompt delivery, and insurance matters.

Maintenance and Repairs:

Establish and maintain organized system for processing of work requests. Comprehensive maintenance schedules.

Curb Appeal:

Work with Board and committees to maintain, enhance, and improve the appearance of the community whenever and wherever possible.

Purchasing Capability:

Make special pricing and product information available to clients through the use of corporate leverage.

Additional details are available upon request. For specific questions, please contact us at 703-569-5797 or 800-356-3294.

