



Save 40% or More

ITS AS EASY AS 1, 2, 3...

Offered for the First Time

**Save Money on
Management and Attorney
Fees by choosing the Plan
that best suits your needs
TODAY!**

**For Information
please contact us at
pgcf@pgcf.com**



"Plans to save you money and



"NEW" & "FREE" LEGAL COLLECTION PLAN FOR SELF-MANAGED HOMEOWNERS ASSOCIATIONS

This program is offered for NO COST. We cover all Legal Collection Costs for the Association. The process is simple. We begin with the initial demand letter and drive the process as quickly as possible to a Foreclosure Sale at NO COST to the Association.

Here is how it works.

- The Association assigns their collection attorney to PGCF.
- When the assessment is late, we send a demand letter and notice at no cost to the association.
- If the owner does not pay, then we send a 30-day demand letter and 45-day follow up demand. We then assign the collection attorneys.
- If a lien foreclosure takes place, we assign the Judgment over to PGCF.
- Upon successful collection, PGCF will pay the Association's maintenance fees owed to the Association.
- If the Mortgage Company takes possession of the property, PGCF will attempt to collect the assessments.

Questions and Answers.

- **How do we do this free of charge?** PGCF will retain all collected amounts. The Association assessed to the delinquent homeowner. The collection attorney will retain legal fees. PGCF will only be paid if we collect. We only get paid if we collect.
- **What happens in the event the Association obtains title to the home that is foreclosed on?** 2 / 5

The Association signs the Judgment. PGCF will obtain title and pay all future assessments.



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FINANCIAL PACKAGE OFFERED TO HOAS AND CONDOMINIUMS

This product includes all the services of the Collection Plan (1) plus the following for a flat rate fee:

- Three mailings (Annual Meeting, Coupons & Budget)
- Maintain a system of accounts in accordance with governing documents, Florida Statutes & good accounting practices
- Collect and receive all assessments
- Lockbox collection of assessments includes credit card and e-check conveniences for association members
- Pay Association bills and fees on a weekly basis
- Distribute monthly prepared financials before the 15th of each month
- Prepare an annual draft Budget
- File all forms, reports and returns required by law
- Manage reserve accounts
- Provide insurance proposals
- Maintain and archive the official financial records of the Association
- Maintain an up-to-date member roster
- Provide notices of annual meetings
- Attend annual membership meeting
- Co-ordinate with Realtors, Mortgage Companies, Title Companies, etc. regarding unit sales and pro-rata Association dues
- Board Member Education (Old/New/Potential)
- Provide vendor recommendations



FULL SERVICE OFFERED HOAS AND COND

The Full Service Package includes all the services listed in Plans (1) & (2) plus the following:

- Enforce the Association's governing documents including covenants, restrictions and rules
- Conduct inspections of the property and supervise contracted employees
- Maintain the Property as may be required
- Report and finalize any accidents
- Meet with committees and vendors
- Attend Board and Membership meetings
- Obtain competitive bids
- Provide, when directed, notices of special assessments
- Maintain and archive the official records of the Association
- Inform the Board of Directors of the results of the interview process required for new hires
- Provide Conference/Meeting Room
- Provide Management Company office
- Provide Maintenance Services
- Maintain Entry Gate resident information
- Provide Management Report for the Board (when attended by manager)
- Prepare Newsletter Articles
- We offer a 24-hour emergency service

