

PGCF is your one-stop shop offering full management services to your Homeowner's or Condominium Association.

A FULL SERVICE CONTRACT TYPICALLY INCLUDES THE FOLLOWING SERVICES:

Your assigned licensed Community Manager will:

- Have full knowledge of the governing documents for your Association;
- Attend Board, Special & Annual Meetings and ensure provision of timely notices of annual and special meetings;
- Inspect properties in accordance with contract;
- Meet with vendors and committees;
- Liaise with Board on a regular basis and provide a Managers Report at Board Meetings;
- Track Violations inclusive of informing the Board of any rule violations and enforce rules as directed by the Board;
- Respond to homeowner inquiries;
- Notify all Association members of official Board decisions;
- Maintain the official records of the Association;
- Inform the Board of Directors when necessary of interview process required for new sale/tenant applicants;
- Maintain Gate Access for residents electronically from our office;
- Provide Draft Budget annually;
- Ensure insurance, annual corporate filing, annual permits, annual tax preparation and if applicable financial compilation, review or audit reports (with external CPA/Tax firm);
- Respond to emergencies 24 hours per day.

Company's Accounting & Administration Staff will:

- Pay all bills on a weekly basis;
- Establish management of operating and reserve accounts;
- Prepare and distribute monthly financial status;

- Maintain an up-to-date member roster;
- Coordinate with Realtors, Mortgage Companies, Title Companies, etc. regarding unit sales and pro-rata Association dues;
- Act as Registered Agent for receipt of official documents;
- Collect Association Assessments;
- Coordinate with the Association's collection attorney to file lien notices or foreclosures, in order to collect Association fees.

The Company:

- Offers a 24-hour emergency service;
- Offers conference/meeting room facilities;
- Offers Board Member Education;
- Offers the services of a staff handyman for work on Association property.

When you choose The Property Group of Central Florida you are assured of responsibility, integrity, reliability and professional competence. All Managers are licensed and experienced. The Property Group is a member of the Community Association Institute and carries all required insurance.

Place your confidence in our team and one of our Licensed Community Association Managers and you will have made the right choice!