

Bookkeeping can be a real headache.



apm

Associated Property Management
of the Palm Beaches, Inc.

1928 Lake Worth Road, Lake Worth, FL 33461

Since 1988, we have understood that service is the foundation of our business. We employ only experienced property management and financial professionals and – equally important – we carefully monitor their workload to ensure that they are able to give your association that time and attention you need, at a price that is most affordable. Regardless of your organizations size or the complexity of your situation, Associated Property Management’s professional staff is ready to provide you efficient, reliable financial management.

Financial Management

Our experienced financial staff is supported by the best association management software in the industry (TOPS SOFTWARE). Working hand-in-hand with your Officers, accountants and auditors, Associated Property Management will provide these services every month:

- Maintain all journals, ledgers and bank records.
- Produce monthly/quarterly and annual financial statements accurately and on time.
- Collect and record all assessments, late fees and legal fees, with follow-up service for delinquent members through a free lockbox with Fidelity Federal.
- Provide to the Board up-to- date delinquent lists at anytime.
- Provide to the Association's Attorney proper documentation, back-up and coordination of in filing liens on behalf of the Association. All Owner accounts are flagged in order to ensure that the Collection process is complete.
- Make automatic transfers from the Operating Account to Designated Reserve Bank Accounts upon the first of each month and properly account for same.
- Coordinate with the Association's CPA in the filing of the Association’s State and Federal income taxes.
- Pay all approved invoices once a week and disburse in a timely manner.
- Provide complete payroll services.
- Prepare state condominium fee report and state annual report.
- Formulate and prepare preliminary and final budgets for the Board of Directors review and coordinate the Budget Meeting.
- Maintain complete records.
- Produce official affidavits for Proof of Notices or Mailings
- Annual Meeting Notices and mailings will be coordinated by APM which will include scheduling, Agendas, Notices, Proxies, Voting Certificates and Affidavit of Mailings in compliance with Chapters 718, 719 and 720.
- As part of the monthly fee, APM will be available to provide guidance to the Board of Directors on procedures, operations and special problems.
- APM will make copies for the Association of all incoming and outgoing

documents on the Associations behalf in addition to being made for a Master Document Storage system to ensure complete records for the Association.

- APM can produce or coordinate all of the Association's Official correspondence on a per page basis. All incoming mail will be date stamped and all outgoing mail will be filed according to subject matter and also copied into a master correspondence file for safekeeping.
- Any mass mailings, notices and newsletters can be produced, coordinated, printed and mailed by APM.
- APM will provide notary services to its clients at no additional charge.
- Produce and provide Limited Proxies for meetings as required by Chapters 718, 719 and 720.
- Provide to the Association the services of Registered Agent with the State. This would include being served with any suits on behalf of the Association.
- Track for the official records all rental and resale approvals according to the Board of Directors direction in the database.
- Maintain roster of unit owners, tenants, second addresses and telephone numbers. Our system also tracks previous owners as well.
- Receive and handle Association telephone calls during normal business hours efficiently.
- Formulate and prepare preliminary and final budgets for the Board of Directors review and coordinate the Budget Meeting.
- APM will provide to its Board Member clients all changes and Amendments to Chapters 607, 718, 719 and 720 as they become available.

Responsive, Reliable Financial Management

Associated Property Management of the Palm Beaches, Inc. provides condominium, homeowner and property owners associations with comprehensive and flexible management services – at a most affordable price. For both established and emerging communities, our team of experienced professionals provides the consistently reliable advice you need to make sound decisions, and the day-to-day attention to detail that is the foundation of any successful community. Associated Property Management now serves more than one hundred (125) community associations in Palm Beach County, Florida.

Call us for a free quote on your financial management needs today!



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