

Have you seen your property manager lately?



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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 organization's size or the complexity of your situation, Associated Property Management's professional staff is ready to provide you efficient, reliable management.

Full Service Management

Successful property management requires a wide variety of business and "people" skills. For communities requiring on-site management, we will:

- Analyze your present services and contractors, and give you written recommendations for suggested changes.
- Solicit bids, negotiate and supervise contracts with approved, licensed vendors.
- Develop and supervise preventive maintenance programs.
- Analyze reserve fund balances in view of projected future needs.
- Conduct on-site evaluations, supervision and consultations.
- Supervise association employees.
- Enforce rules, regulations, deed restrictions and architectural controls.
- Maintain up-to-date owners' registry.
- Coordinate and organize owner and Board meetings, including all necessary printing and mailing.
- Provide notary, typing and clerical services.
- Coordinate and supervise resale and rental approvals.

Financial Management

Our experienced financial staff is supported by a customized association management software (TOPS SOFTWARE) program. Working hand-in-hand with your Officers, accountants and auditors, Associated Property Management will:

- Maintain all journals, ledgers and bank records.
- Produce monthly/quarterly financial statements accurately and on time.
- Collect and record all assessments and fees, with follow-up service for delinquent members.
- Provide a bank lock box system through 1st United Bank.
- Disburse checks and pay approved invoices.
- Provide complete payroll services.
- Prepare state condominium fee report and state annual report.
- Assist in formulating and instituting all budgets.
- Maintain complete records.

Responsive, Reliable Property Management

Associated Property Management of the Palm Beaches, Inc. provides Community 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 (100) community associations in Palm Beach County, Florida.

Call us for a free quote on your full-service management or bookkeeping needs today!



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