



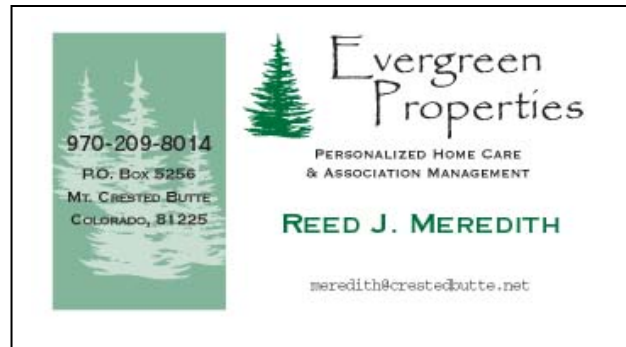
Evergreen Properties

Personalized Home Care & Association Management

Contact Information:

Reed J. Meredith, President
P.O. Box 5256
Mt Crested Butte CO 81225

Phone: 970-349-4940
Fax: 970-349-4940
Cell Phone: 970-209-8014
e-mail: evergreenprops@gmail.com



ASSOCIATION MANAGEMENT SERVICES

◆ **Association Services:**

- Association Property Inspections & Security Checks
- Administration of Association Insurance Policies
- Enforce Rules & Regulations of the Association
- Perform Duties of Association Registered Agent for State of Colorado
- Association Record Keeping & Storage
- Coordination of Legal Services
- Provide availability of 24 Hour On-Call Emergency Response

◆ **Accounting:**

- Maintain Computerized Financial Accounting Records With Off-Site Backup
- Accounts Payable Administration
- Accounts Receivable Administration
- Monthly Bank Reconciliation's
- Fund Transfers
- Quarterly Dues Assessment of Association Membership
- Collections/Liens & Lien Release Filing & Recording With Gunnison County
- Balance Sheet & Profit /Loss Statements
- Preparation of Association Meeting Financial Reports
- Annual Operating & Capital Budget Preparation & Administration
- Development of 5 Year Capital Expenditure Forecast
- Prepare & Provide Annual Financial Information for Association Tax Return
- Audit Coordination & Document Organization

◆ **Owner Services:**

- Provide Association Information to Owners
- Maintain Owner Records
- Assist Real Estate Community with Association Information
- Provide Closing Document Information

◆ **Annual Homeowners & Board Meetings:**

- Prepare Informational Meeting Booklets Containing Financial Statements, Budgets, Proxy, and Manager's Report.

- Arrange Conference Calls & Meeting Locations
- Meeting Organization, Preparation, and Participation
- Transcription and distribution of Meeting Minutes

◆ **Contractor Management:**

- Bid Solicitation, Review, & Recommendation
- Coordination and Supervision of all Contracted Projects

◆ **Maintenance & Security**

- Regular inspection of grounds
- Maintenance of Common Areas
- Landscaping of Common Areas
- Parking Patrol & Enforcement