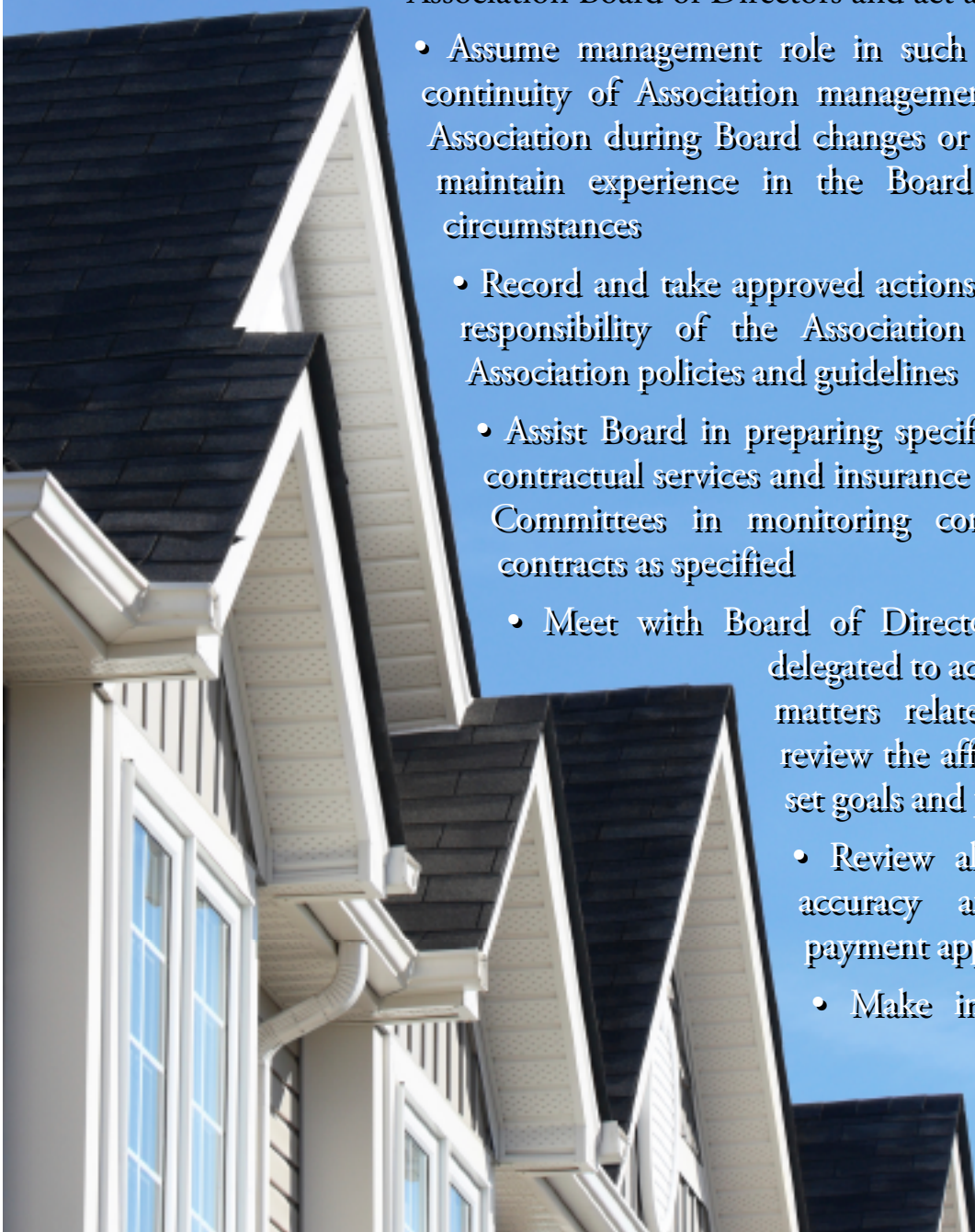


# ADMINISTRATIVE SERVICES PROVIDED *Full Service Contracts*

- Provide 24 hour answering services to receive emergency calls and take approved action as necessary
- Communicate with various Board, Committee members and tenants to establish and enforce Association rules, Regulations and Covenants
- Receive complaints from Owners regarding Association matters in form as set by the Association Board of Directors and act according to Board policies
- Assume management role in such a manner as to establish continuity of Association management to continue policies of Association during Board changes or resignations attempting to maintain experience in the Board management under any circumstances
- Record and take approved actions for work orders being the responsibility of the Association in the accordance with Association policies and guidelines
- Assist Board in preparing specifications for all Association contractual services and insurance needs and assist Board and Committees in monitoring contracts for fulfillment of contracts as specified
- Meet with Board of Directors or authorized persons delegated to act on behalf of the Board on matters related to the Association to review the affairs of the Association and set goals and priorities of the Association
- Review all association invoices for accuracy and completeness before payment approval
- Make inspections of property to monitor condition







# THE COMPLETE MANAGEMENT SERVICES PROGRAM CONSISTS OF:

- Complete Accounting Services
- Complete Management Consulting Services
- Complete Debt Management Services
- Administrative Services and Physical Management Program
- Assigned Property Manager to serve as the Board and Owners first contact with management
- Monitoring contractors employed by the Association.
- Attendance of Board of Directors meetings to enhance the cohesion of the goals and direction of the Association as proposed
- Comprehensive management of the day to day affairs of the community including 24 hours emergency service



# SUPPORT SERVICES AVAILABLE TO ASSOCIATIONS AND OWNERS

*These services are strictly optional and alternative should the Board desire that we furnish such services. In addition to the Management Services offered, Atlanta Community Services offers a wide range of supporting services to enhance each of the communities it serves. The primary goal of our support services is to benefit our Associations. Our second goal is to offer our homeowners a qualified service company to assist them in repairs and services at a reasonable rate.*

**Atlanta Community Services can provide skilled repair and replacement in the following areas:**

- Exterior Carpentry Repairs
- Exterior Painting
- Roofing repairs and replacement
- Gutter cleaning, repairs and replacement
- Siding repairs and replacement
- Pressure washing buildings, decks, walkways, siding, pool areas and others
- Interior finish, Halls, Carpets
- Foundation repair and installations
- Cross tie wall repairs and installations
- Major painting and carpenter repairs
- Concrete Work.  
Driveways/Sidewalks



# EXECUTIVE SUMMARY

Darren Thurmond, President & Founder, has been in the community management industry for over 17 years. He formed Atlanta Community Services, Inc. in January of 1997. ACS specializes in homeowner, professional office parks and condominium association management. His personal portfolio has consisted of effectively managing over 3,700 units, marketing management services for ACS and developing managers. Darren holds a Georgia Real Estate Brokerage license and is a graduate of Southern College of Technology with a Bachelor degree in Industrial Engineering. Darren is also proud to hold the following designations from Community Association Institute (CAI): CMCA, AMS, and PCAM.



# SAMPLE CONTRACT

