

Our Commitment to You!

Property Management

- Provide written management reports to the Board of Directors concerning management and operation of the Association and the community facilities.
- Perform required property inspections noting possible repairs and lights needing replacement. Dispatch work orders to proper vendors.
- Coordinate Association requests with County, City and all other governmental agencies.
- Develop contract specifications and obtaining bids for specific projects.
- Available 24 hours for emergency Call-In service.
- Assists legal counsel in matters relating to any and all litigation concerning the Association and amendments to Association documents.
- Enforce Association Documents, Rules and Regulations.

Finance and Budgeting

- Prepare a proposed operating budget setting forth an itemized statement of the anticipated receipts and disbursements for the next succeeding annual period.
- Prepare and recommend a fully funded reserve budget that meets the requirements of the Association documents and the Florida Statutes.
- Develop short and long term financial plan to facilitate the Association's goals and objectives.
- Act as a repository for official records if requested by the Association.

Administration

- Provide prompt, courteous customer service response to incoming homeowner inquiries and concerns.
 - Facilitate the application and approval paperwork for Architectural Change Requests and communicate between Homeowners and Committees in the approval process.
 - Coordinate matters with vendors, contractors, etc. as authorized by the Board.
 - Attend Board of Directors meetings, the annual meeting and assist committees.
 - If necessary, compile and calculate timesheets for security, custodial and maintenance staff for approval.
 - Coordinate application process (sale and rental) for new residents and provide application packages.
 - Provide Rules and Regulations to new residents.
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- Provides informational services to mortgage companies and title companies, via an independent third party administrator, as needed for the transfer of unit ownership or the refinancing of mortgages.

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- Process of sales/leases of units in Multi-family and Condominium Associations by obtaining applications, credit checks at the Associations expense and setting appointments for the Association to interview the applicant.
- Notify homeowners in writing of any violations observed or reported. Provide a summary of violations to the Board of Directors. Any violations not corrected by a specific date are referred to the Association's attorney as directed by the Board of Directors.
- Receive, coordinate and respond to homeowner requests and concerns. Provide summary of same to Board of Directors.
- Maintain records for the entry system and act as administrator for the system.
- Maintain current information for the Association reflecting vendors, associated professionals, utilities and emergency numbers etc. This information should also be provided to the regional property manager and board members.

This is a summary of some of the professional services you can expect from AMERI-TECH PROPERTY MANAGEMENT, INC. We have been in the property management service industry for over 20 years and we pride ourselves in taking care of our clients and most importantly – placing more emphasis on retaining the communities we have as opposed to marketing new ones. Should you decide to select us as your new Property Management Firm, I guarantee we will “WORK YOUR PROPERTY” and not just collect a pay check!



Questions & Answers!

How long has AMERI-TECH PROPERTY MANAGEMENT been in business?

Ameri-Tech has been in business for over 10 years serving the Tampa Bay area. Our team members including the owner have over 20 years of experience in the Community Management Industry. We are licensed as a “Community Management Firm”, “Real Estate Firm”, “Real Estate School”, and most of us are Licensed Florida Mortgage Brokers as well. Our tuition reimbursement program allows and encourages most of our staff to get Licensed by the State of Florida in some capacity. We feel that these diverse capabilities enhances our primary focus in managing your property which is, “Protecting your Property Values”. This breaks down into the following categories!

1. Curb Appeal
2. Qualifying
3. Maintenance Fees
4. Planning

What is AMERI-TECH PROPERTY MANAGEMENT all about?

Ameri-Tech is Company that represents the homeowners in a fiduciary capacity. It is certainly clear from a statutory prospective that we take our orders from the Board of Directors, however we like to think that our common goal between the Board of Directors and the Management Company should always be to serve the best interest of the entire community.

We know that Board Members will disagree on how to accomplish objectives. We believe that this fosters a healthy Board and a healthy Community. It’s important from the start by agreeing up front “to agree to disagree”. This will set the standards on how things will be accomplished, knowing up front that everyone’s common focus is always to “serve the best interest of the community”, allows the community be truly best served.

What experience can we expect from the AMERI-TECH staff and property managers?

What you can expect from the AMERI-TECH staff is, knowledge, courtesy, a professional attitude, and a strong desire to solve the concerns and issues being requested. Our Licensed Community Property Managers will return telephone calls same day received, complete action items, inspect the property, take care of all vendor and employee issues, handle emergency situations, get bids, process and complete all Boards request, attend all Board & Membership meeting and will report directly to the Board of Directors.

In essence, we do what we say! Follow-up, return telephone calls, expertise and performance is what you can expect from AMERI-TECH PROPERTY MANAGEMENT, INC.

When can we expect AMERI-TECH to process our Financials Reports each month?

We have a state of the art computerized accounting program that is integrated with a lock box system. This allows us direct deposit, credit cards, on line bill paying and up-loading capabilities. We have had the same accounting package for over 20 years. This program and its up-dates is Vista compatible and can provide hundreds of different reports to our Board of Directors.

We guarantee to have your financial reports in your hands (completely reconciled to include bank statements) no later than the 10th of the following month. All reports are closed at the end of the month and all income is posted the same day received.

What type of assistance will AMERI-TECH give us in the budget preparation process?

Proper budgeting and financial planning are very important to a well-run community. One of our primary responsibilities as your management company will be to review, prepare and recommend to the Board of Directors an operating budget which adequately covers the immediate and long term need of the community.

Will AMERI-TECH take care of our ownership transfer?

Yes, we work with the title companies in establishing procedures that allow for expedient processing of information needed for timely closing of sales. We also provide the necessary mortgage questionnaires and the mortgage qualifying information, to assist the lender in approving the community for as many different loan programs as possible. This will enhance the saleability of the community!

If we decided to change management company, how smooth is the transfer?

We will take care of the entire transfer, notifying the old management company, setting up new accounts as required, taking care of new coupon orders as well as a complete financial set up. We have completed this process many times, and we guarantee it to be smooth. In most cases we will come aboard before our contract starts (AT NO ADDITIONAL CHARGE) this guarantees a smooth transition.

Insurance

Proper Insurance is a very important component of any management company's responsibilities. Our Insurance coverage affords our communities the following protection.

GENERAL LIABILITY

This provides a broad form of Insurance coverage for our business, which includes medical expenses, personal injury, advertising injury, fire, property, valuable papers, theft, income and a extensive list of different complete operation lines of coverage protecting our clients.

FIDELITY BOND / EMPLOYEE DISHONESTY COVERAGE

AMERI-TECH provides a fidelity bond to each of our Association's covering a broad form of coverage. This includes \$500,000.00 of employee dishonesty, burglary, computer fraud, and forgery for each Association under management.

PROFESSIONAL LIABILITY ERRORS AND OMISSIONS INSURANCE (E & O)

AMERI-TECH provides a complete E & O policy which affords our communities the protection of errors or mistakes with limits of one million per occurrence. We have been managing Associations for over 20 years and never have we placed a claim for either the fidelity bond or our E & O insurance, however just in case... we have YOU covered!

WORKMEN'S COMPENSATION

All AMERI-TECH employees are covered under our worker's comp policy. This includes any employees that may work from time to time for our Association's. This coverage is required by law and is the responsibility of the employer.

HEALTH INSURANCE

AMERI-TECH has available to all of its employees a group or individual health insurance plan. This plan can be tailored to meet client needs and budget requirements.

We will provide you a certificate of insurance directly from our Insurance Company upon request.
