



PO Box 28257 • Chattanooga, TN 37424 • Bus (423) 208-9444 • FAX (888) 517-5420
Corporate office: 7598 Nashville St, Ringgold, GA 30736
office@chattanoogaapm.com • www.chattanoogaapm.com

FINANCIAL

Using proven accounting and data base software ensures delivery of timely and accurate financial reports including

- Billing and collecting all association dues and delinquent reporting
- Maintain individual account records
- File and record liens
- Establishing and maintaining bank accounts
- Assist in preparing and maintaining a long-range financial plan
- Assist in preparing the annual budget
- Timely accounts payable
- Provide all financial reports including bank reconciliation

ADMINISTRATION

Maintaining all association records ensures continuity and accuracy.

- With the Board and Committees assist in preparing the annual calendar
- Maintain a current owner database of resident and non-resident addresses
- Maintain a complete set of records of the affairs of the Association
- Place and keep in force all forms of insurance needed to adequately insure the Association, and process claims
- Provide advice on industry standard practices
- Provide 24 hour 7 day a week emergency response
- Provide live response to calls Monday through Saturday 9:00 to 6:00
- Receive and verify completeness of all plans and specifications for ARC
- Manage clubhouse and/or pool schedule and reservations
- Sell and/or distribute gate transmitters and pool keys

FACILITIES SERVICES/ COMMON ELEMENTS MAINTENANCE

Protect the value and extend to life of association components through a comprehensive maintenance program.



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- Preventative maintenance scheduling
- Scheduled property maintenance survey
- Collect contractor W9 form and issue 1099's
- Schedule clubhouse housekeeping services and pool maintenance
- Assisting with contract bidding and negotiation
- Supervision and inspection of contract work to ensure industry standards are met and work complete before payment
- Recommend course of action with respect to maintenance items
- Receive service request from owners and issue work orders
- 24 hour on-call emergency service

COMMUNICATIONS AND MEETINGS

Communication, a key to a successful organization:

- Distribution of communications to owners
- Receive all communications including phone calls, voice mail, email, and postal notices for the community
- Community web page through Chattanooga PM
- New member welcome packages as determined by the Board
- New Board member orientation and training
- Preparation of Board and member meeting packets, and provide proper notice for such meetings to appropriate persons
- Attendance at monthly Board meetings and one annual member meeting
- Organization and coordination of Board and member meetings (scheduling, facilitating, administering, etc.)