

CLAYMAN PROPERTY SERVICES

Date:

Wed, 22 Aug 2007 10:51 pm

Wendy, attached is a list of the financial services we can perform for your community. Our fee is \$500 per month. This is approx 4.42 per unit. These services also include helping you obtain bids such as insurance and lawn care bids. Assisting in insurance claims if needed. If you need recommendations for contractors or attorney's we can assist you.

If you are interested in other services in addition to the financial services, we can also provide them.

We have been in the association management business for 11 years. We would like an opportunity to interview with you and your board and discuss our services in detail. Please let me know if our price is within your budget and if you would be interested in meeting.

Thank you, June Clayman

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	FINANCIAL SERVICES:	INCLUDED IN BASIC FEE	ADDITIONAL FEE	OTHER INFORMATION
1	PREPARE ANNUAL OPERATING BUDGET	X		
2	FOLLOW ADOPTED LONG RANGE RESERVES PLAN	X		
3	SOLICIT PROPOSALS FOR RESERVES STUDIES	X		
4	CREATE ANNUAL OPERATIONAL PLAN	X		
5	REVIEW RESERVE INVESTMENT POLICY	X		
6	REVIEW INSURANCE COVERAGES	X		
7	REVIEW BOND COVERAGE	X		
8	SOLICIT BIDS FOR INSURANCE COVERAGES	X		
9	COLLECT ASSESSMENTS & OTHER CHARGES	X		
10	COLLECT ADDITIONAL/SPECIAL ASSESSMENTS	X		
11	OBTAIN PAYMENT COUPON BOOKS FOR PAYMENTS	X		ASSN PAYS FOR SUPPLIES
12	PROVIDE ACH COLLECTION OF ASSESSMENTS	X		ASSN PAYS BANK SRV CHG.
13	FOLLOW-UP DELINQUENT PAYMENTS	X		
14	ASSIST LEGAL COUNSEL WITH COLLECTIONS	X		
15	MAINTAIN SEPARATE CHECKING ACCOUNT IN ASSOCIATION NAME	X		
16	DEPOSIT ALL INCOME IN ASSOCIATION ACCOUNTS	X		
17	PAY AUTHORIZED ASSOCIATION BILLS	X		
18	PROVIDE CHECK REGISTER (DISBURSEMENT JOURNAL)	X		
19	PROVIDE COPIES OF PAID INVOICES WHEN REQUESTED	X		ASSN PAYS FOR COPIES
20	TRANSFER FUNDS TO OR FROM RESERVE ACCOUNT	X		
21	PREPARE MONTHLY INCOME & EXPENSE STATEMENT	X		

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22	PREPARE CUMULATIVE INCOME & EXPENSE STATEMENT	X		
23	PREPARE CUMULATIVE ACTUAL TO BUDGET STATEMENT	X		
24	PREPARE CURRENT BALANCE SHEET WHEN REQUESTED	X		
25	ARRANGE FOR PREPARATION OF TAX RETURNS	X		
26	CO-ORDINATE CPA REVIEW/AUDIT	X		
27	PROVIDE PAYROLL ACCOUNTING			DOES NOT APPLY
28	MONITOR INVESTMENTS	X		