

## Condo Management Services

### Association Management:

- Attend regular & Special Board meetings
- Enforce the rules and regulations adopted by the Board as directed by the Board
- Emergency Maintenance phone line
- Process necessary paper work for Owners buying and selling
- Prepare and deliver necessary correspondence, such as letters, newsletters, late notices.
- Maintain and update a master Owner List
- Maintain and update rental/leasee list
- Prepare and deliver new owner welcome package
- Receive complaints and concerns
- Monthly management reports
- Assist Board in the resolution of unit Owner disputes
- Assist Board with screening new Owners and Tenant approval
- Work with Realtors buying or selling units
- Work with Association Attorney if needed
- Web Page

We customize our services to meet your needs!

### Facilities Management:

- Oversee Maintenance
- Supervise Contractors
- Property Inspections
- Assist the Association in reviewing Insurance coverage
- Emergency maintenance phone line
- Onsite visits
- Receive and handle service work and projects
- Preventive Maintenance
- Major building repairs & capital improvements
- Recommendations for long term maintenance needs
- Maintain a master work order log

### Financial Management:

- Collect dues
- Collect special assessments
- Late notices
- Help in budget preparation
- Help plan financially for future projects & repairs

### Full Service Financial Management: (Subcontracted)

- Provide monthly financial statements to each Board Member
- Accounts receivable and accounts payable
- Accounting for Employee Payroll
- Review reserve investment policy
- Maintain checking accounts

## Who is Cornerstone Real Estate Management?

Cornerstone Real Estate Management, LLC is owned by Corey De Vries. I am licensed real estate Salesperson and a licensed builder. I have worked for a family owned building business for over 20 years, building custom homes, remodeling and building & developing income properties. I have built, owned and managed income properties for over 10 years. I graduated from Holland Christian High school and I live in Holland and have an office in Zeeland. I am married and have 3 little girls. I attend & worship at Noordeloos CRC in Holland.

## What does a Management company do?

Generally speaking, a management company administers the business affairs of the Association. This includes arranging all meetings, safeguarding minutes and other records, work with the Board in developing and implementing the budget, performing full-service accounting, overseeing vendors to the community, and enforcing the rules and regulations in a uniform and fair fashion. There are many details to each of these items and each Association may want to add or subtract from the list. The management company reports to the Board of Directors, which sets the policy for the association.

## Why use a Management company?

Association Board members are mostly volunteers. Their motivation to serve is usually for the welfare of the Association. They often have families, full time jobs or other interests and responsibilities that can keep them from providing the time required to properly manage an association on an ongoing basis. Many retirees quickly decide that retirement does not mean working full time for the Association! In larger associations, managing the business affairs of such can be a full time job. It may be hard for your Association to find board members will to serve. Even if you find Board members willing to serve they may not be willing to share the work load. A professional property management company helps alleviate this responsibility.

For the greatest degree of management success, there must be well-defined communications and reporting procedures between the Board and management.

Hiring an outside company relieves a Board of the burdens and rigors of daily property management. This means peace of mind for the Board and residents alike. Choosing the right management company allows you to enjoy your home and maintain the property values of your Association.

Please feel free to contact us at your convenience should you wish to engage in further discussion regarding the professional management of your community.

Thanks,

Corey De Vries

Cornerstone Real Estate Management, LLC

Office (616) 741-9600, Cell (616) 437-7568

Email: [Corey@managementbycornerstone.com](mailto:Corey@managementbycornerstone.com)

9 East Main Street, Zeeland, MI 49464

# CornerStone

*Real Estate Management, LLC*

Condominium Management

Property Management

Tenant Placement Service

Construction Management

Maintenance & Upkeep

Prepared For:

Your  
Condo Association

*"Managing your property like it is ours"*

Corey De Vries

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[www.managementbycornerstone.com](http://www.managementbycornerstone.com)