



DOMINION

REALTY SERVICES

ASSOCIATION & COOPERATIVE MANAGEMENT

(248) 399-9999 | 30100 Telegraph RD, Suite 366, Bingham Farms, MI 48025

MAXIMIZING ASSET VALUE THROUGH KNOWLEDGE, INNOVATION, PROCESS & COLLABORATION

Dominion Realty Services and Real Estate Advisors

Reputation



Nationally recognized as a leading provider



Decades of experience and expertise



Association and Asset Management

Consulting
Construction
Design
Development

Commitment



Highest level of professional service



Customized service to best fit your needs



Foster long-lasting relationships

Loyalty
Integrity
Trust

Our Edge



- Customized Management Agreements
- Licensed and Insured
- High Quality Service at Competitive Prices
- Qualified, Licensed, and Credentialed Managers
 - Certified Manager of Community Associations (CMCA)
 - Association Management Specialist (AMS)
 - Member of Community Association Institute (CAI)

- Personal Day-To-Day Involvement
- 24/7 Service
- Association Management Expertise
- Adaptability to Association Needs
- Established Contractor Relationships
- Experience in Coordination and Supervision of Construction Projects
- Goal Setting For Cost Control
- Vision For Effective Maintenance and Management

Available Services



Full-Service
Association
Management



Accounting



Consulting



Customized
Maintenance
Programs


What You Should Expect From a Community Manager

- Proactive Communication
- Skill in Project Management
- Technical Skills
 - Community Insurance Needs
 - Accounting Requirements
 - Ability to Maintain Budgets
- Knowledge of Association Dynamics
- Ability to Facilitate Cooperation
- Attention to Detail
- Positive Attitude
- Meeting Attendance
- Keep the Association in good standing


What We Offer- Accounting Services



- Maintain Books & Records




- Process Payables to Vendors




- Generate Monthly Financial Statements



- Complete & Submit All Reporting For Compliance With Governmental Authorities




- Advise and Educate Board On Required Reporting




- Establish & Maintain Bank Accounts



- Prepare & Monitor Annual Operating Budgets



- Collect Assessments, Late Charges, & Additional Assessments



- Provide Payment Invoices as Requested



- Process Late Notices Monthly

What We Offer- Management Services



Factors In Pricing

Work Order Request
Responsibility

Accounting Only vs
Full Management

Number and Length
of Meetings

Large Projects
Planned

Frequency of
Site Visits

Additional Clerical
and Accounting

Planning For Transition

Submit
Important
Documents

Establish
Bank
Accounts

Set Up
Accounting
& Units

Mail
Welcome
Letters

Collect
Co-owner
Information

Meet With
Board to
Establish
Open Items
& Priorities

Develop
Plan to
Establish
Management
Moving
Forward

Do You Think It Might Be Time For A Change?

For Information or Confidential Consultation Contact

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