



**PROFESSIONAL MANAGEMENT
SERVICES FOR
HOMEOWNERS ASSOCIATIONS
WWW.IPM-CORP.COM**

IPM Corporation is qualified to provide a full range of professional property management services for Homeowners Associations and their members. Since 1986, IPM Corp. has been a leader in the professional management of community associations.

Our success is the result of consistent delivery of excellent and responsible services to our clients and customers. We take pride in our staff's continuing education in community association management, and as a result bring leading edge information to our clients. Our staff operates with a team philosophy, and is committed to excellence in every detail.

Our Association Management Division is one of only 100 nationwide that qualified and is accredited by the Community Associations Institute (CAI). Coupled with the resources of our full time Maintenance Division, IPM Corporation serves as a valued asset that routinely meets and surpasses the needs of our clients.

Some of the services IPM provides for your Association

FINANCIAL SERVICES

Monthly Financial Services

- › Assist the Board of Directors in preparation of fiscal year operating budget
- › Collect assessments and other fees
- › Collect special assessments
- › Deposit all income in association accounts
- › Maintain separate bank accounts in the association name
- › Provide payment coupon books at no cost to the members for payment of assessments
- › Direct Draft payment option at no cost to the members for payment of assessments
- › Provide follow-up contact to delinquent payees
- › Assist legal counsel with delinquent collections; provide necessary documentation
- › Pay authorized association bills
- › Provide copies of paid association invoices upon request
- › Transfer funds to/or from reserve account

Monthly Financial Statements

- › Prepare current fund balance sheet
- › Prepare monthly fund income and expense statements

- › Prepare cumulative fund income and expense statement
- › Prepare comparative actual to budget statement
- › Prepare detailed trial balance
- › Prepare monthly bank reconciliation
- › Prepare monthly member balances report

Reserve Items

- › Follow board-adopted long range reserve plan
- › Solicit proposals for reserve plan
- › Review reserve investment policy

Insurance Items

- › Review insurance coverage
- › Review bond coverage
- › Solicit bids for insurance coverage

Accounting Services

- › Arrange for preparation of tax returns (by CPA)
- › Coordinate CPA review/audit
- › Monitor investments

ADMINISTRATIVE SERVICES

Monthly Administrative Items

- › Attend regular board meetings
- › Prepare written management report for board meetings
- › Prepare board meeting agenda

- › Handle member telephone and written correspondence and requests
- › Prepare and mail deed restriction violation notices
- › Administer requests for property modifications and alterations

Other Administrative Items

- › Prepare and distribute meeting notices to members
- › Plan and prepare annual business meeting
- › Distribute annual meeting minutes
- › Maintain member roster
- › Maintain renter, lessee, and resale list
- › Work and meet with association attorney for routing matters
- › Provide training and education for new board members
- › Provide training and education in establishing Community Policies and Rules
- › Provide new property owners with welcome information*

- › Prepare status letters and resale certificates*
- › Maintain association financial files
- › Maintain board and committee files
- › Process and administer insurance claims*

MAINTENANCE and ONSITE SERVICES

- › Obtain bids and execute recurring maintenance contracts
- › Monitor performance of recurring maintenance contracts
- › Administer non-recurring contracts*
- › Staff seasonal and non seasonal personnel
- › Review common area buildings and other property
- › Report policy violations to the board
- › Process routine and emergency work orders
- › Maintain 24-hour answering service for emergencies
- › Review and update association property inventory
*an additional charge above monthly management fee

CORE VALUES

INTEGRITY
Do what we say—say what we mean

PROFESSIONALISM
Accountable for our actions and results

SERVANT LEADERSHIP
Serve others as you want to be served and lead them to their goals

QUALITY
Timely accurate delivery

EXECUTION
Systematic way of exposing reality and acting on it

INNOVATION
Always striving to do better in every area



IPM Corp.
 Post Office Box 580
 2602 Hendersonville Road
 Arden, NC 28704
 1-800-789-1135
 Local: (828) 650-6875
 Fax: (828) 654-8270



E-mail: ipm@ipm-corp.com Website: www.ipm-corp.com