



KESSLER

PROPERTY MANAGEMENT

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General Description of Service

Administrative: Assignment of Property Manager to handle the affairs of the Association, which include, but is not limited to:

- Carry out duties under the governing documents of the Association.
- Interface with Attorneys, Accountants, municipal and Government officials.
- Interface and address any matters brought to the Property Manager's attention by individuals and owners of units and homes within the Association.
- Attend Board and open member meetings.
- NJPM will make as needed sites visits for routine affairs.
- Write correspondence to homeowners as necessary.
- Prepare Newsletters or equivalent to members of the Association.

Web Site: Through the NJPM website, Association members would have a dedicated link to access and view: (Added Cost per month based on provider costs)

- Individual account information; payment history and bill pay on-line, (automatic payment withdrawal is also available).
- In putting a service and/or work order request, and review status of same.
- Any and all pertinent Association documents.
- Events, garbage and recycle dates; and any information deemed necessary.

Financial Management:

- Monthly Financial statements include a Balance Sheet, Income and Expense Statement, Check Register Disbursements, Arrears Report and Accounts Payable Report for the previous reporting period.
- Accounts Payable are paid on the 15th and 30th every month, upon review and approval of the assigned Board member(s).
- Accounts Receivable, deposits are made daily, or as needed.
- Monthly arrears statements are mailed to delinquent homeowners.
- Coordinate with the Association's legal counsel, a collection practice established by the Association, (if any).

Service Agreements:

- RFP's & Bids, when authorized, NJPM will solicit at least three (3) bids from third party vendors pursuant to specifications approved by the Board.
- Oversee vendors with existing contracts / service agreements.
- Report issues to the Board of Directors via e-mail/phone, including recap at its regularly scheduled meetings

Emergency Situations:

- A 24-hour emergency number is provided for emergency situations should they arise.

Additional Services:

The Management Fee does not include the following Management-related expenses and shall be billed at the rate of \$x/hour, plus expenses and tax, if applicable:

- Property Manager and other NJPM employee involvement in non-routine affairs
- Additional newsletter outside of the two (2) described in the Agreement
- Additional meetings outside of the ten (10) described in the Agreement
- Community-wide property inspections - full property inspection is suggested 2-4 times per year
- Litigation support, appearances at court proceedings, and collection support by the Association's Counsel
- Attendance of Sheriff Sales – only if the Association is interested in purchasing foreclosed properties
- Project Management – for capital improvement projects, usually an engineer is hired for oversight
- NJPM has a maintenance division to do regular and routine property maintenance (if needed and requested by the Association) which is billed at \$x per hour plus the cost of materials, if applicable.

All out of pocket expenses shall be billed accordingly as follows:

Copies, Postage, Mailing Expenses

Monthly \$x administrative fee – covers portal access (electronic payment options) to all Homeowners