

What sets *EPMI* apart from other management companies?

At *EPMI* your Association is not just another account.

EPMI is a local, family owned company. The friendly, family-oriented atmosphere that exists in our office translates to how we interact with our communities. The friendly delivery of our service is backed by plenty of experience and the tools necessary to get the job done right.



- Financial statements are produced within 15 days of month end.
- Records are kept in meticulous order and delivered to the CPA within 15 days of fiscal year end for audit and tax return filing.
- Work orders and bylaw violations are tracked to ensure completion and compliance.

These are just a few of the advantages our communities enjoy and part of how *EPMI* helps make the volunteer position of Director a rewarding one.

EPMI
Expert Property Management, Inc
3400 Travis Pointe Rd. Ste. A
Ann Arbor, MI 48108

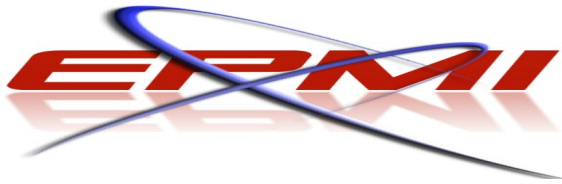


Professional Association Management Since 1988



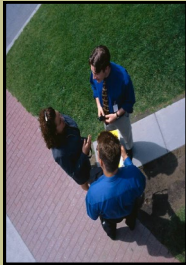
"A fresh, friendly approach to association management."

3400 Travis Pointe Rd. Ste. A Ann Arbor, MI 48108
877-779-EPMI (Toll Free)
734-668-9928 (Office)
734-668-9949 (Fax)



Expert Property Management, Inc.

**WELCOME
TO EPMI!**



EPMI has decades of association management experience. We are solely focused on the management of homeowner and condominium associations.

EPMI offers our associations a combination of amenities tailored to your specific needs. Our services are designed with one outcome in mind...

...a high functioning association that is attentive to the needs of owners and easy to run for the board of directors.

We invite you to learn more about *EPMI* and our approach to association management.

Management Services

Accounting



- Collect assessments
- Pursue delinquent accounts
- Monitor and pay all Association liabilities
- Consult with Board or budget committee and develop detailed annual budget
- Provide Board of Directors full and current financial statements

Administration

- Prepare management reports for Board meetings
- Negotiate maintenance and service contracts
- Handle all mailings, notices and correspondence
- Assist in enforcement of the Association's governing documents



Community Management



- Execute planned and/or preventative maintenance
- Complete work orders
- 24 hour emergency maintenance
- Bid out and monitor progress of snow removal, lawn service, landscaping, irrigation systems, etc.
- Contract all exterior condominium improvement and maintenance
- Conduct site inspections

Financial Management

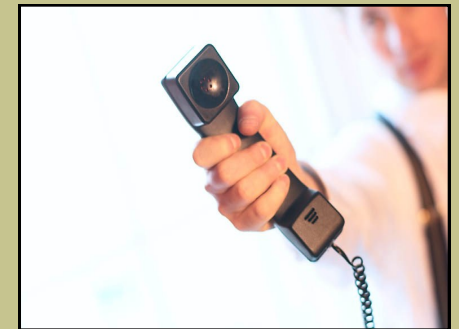
- Designed for the smaller budget homeowner associations
- Provide all accounting services listed above
- Our office becomes single point of contact for the community lowering the communication burden for the Board of Directors
- Produce mailers, notifications and newsletters when requested
- Provide guidance to Board of Directors in relation to legal matters
- Consult or manage capital projects when requested

If you haven't heard of *EPMI* we invite you to take a closer look. If you have, come see all the exciting new changes that make *EPMI* the best choice for your community.

To schedule an appointment, please contact *EPMI* at the number listed below or visit our website and use the "Request a Quote" function.

Join our family of communities and experience the difference.

Contact *EPMI* today!



734-668-9928

www.epmimich.com