

CV Property Management, LLC

Managing Your Property with Pride and Care



Company Information & Menu of Services

Corporate Offices

CV Property Management, LLC
Attn: Jill Koch, LCAM or Ben G. Schachter, LCAM / President
1601 Forum Place, Suite 500
West Palm Beach, FL 33401
Telephone 561.478.4567 Fax 561.282.0866 Mobile 561.302.9099

North Broward Regional Office

CV Property Management, LLC
Attn: Michelle Domenech, Property Administrator
250 Century Boulevard
Deerfield Beach, FL 33442
Telephone 954.698.5132 Fax 954.422.9712

South Broward Regional Office

CV Property Management, LLC
Attn: Annette Calcamuggi, Property Administrator
13460 S.W. 10th Street
Pembroke Pines, FL 33027
Telephone 954.435.6004 Fax 954.436.0396

www.CVPropMgt.com

CV Property Management, LLC (CVPM) is a unique Property Management Company, unlike anything you may have experienced before. CVPM prides itself on unparalleled customer service, unmatched accounting, bookkeeping and tax skills, customized maintenance programs and a responsive team of dedicated and highly experienced professionals who take a personal interest in each property that we manage and each Association and Community that we work with. Our family of affiliated companies has been providing Property Management Services for over 30-years to some of the largest and most well-known communities in South Florida and we look forward to showing you ***The CV Property Management DIFFERENCE!***

We manage individual condominium apartments, small Associations as well as large condominium Communities containing thousands of units. Our firm is committed to tailoring our customized services to ensure that our clients are receiving the utmost attention and support for the management of their properties. Our diversified staff of Property Managers, Maintenance Professionals, Accounting Experts and Management personnel is committed to concentrating all of our efforts on the property that matters most in South Florida.....your property!

Company Background



Our executive level management personnel come from diverse backgrounds including management of recreation facilities and residential properties, legal, accounting, real estate sales, leasing and development, mortgage lending and public company operations. We are dedicated to continually educating ourselves on various aspects of our professional fields, so that we can stay current with the newest technologies, legislation and events within our fields of expertise.

The Licensed Community Association Managers (LCAM) and Property Administrators who staff our successful and busy offices have long-standing tenures with our companies, averaging at least 10-years with us. We have individuals on our team for over 25-years and we have a highly capable, well-versed and supportive back-office staff, which helps us maintain one of the most fluid and seamless Property Management Operations in all of Florida. The individuals who work tirelessly in our offices are focused on customer service, industry knowledge and a strong background in maintenance as they work daily with property owners and Board Members to ensure the successful operation of both large and small Associations.

As the newest division in our Property Management portfolio of real estate businesses, CVPM has been operational since 2006 and has 3 locations to serve our clientele. Our Corporate Offices, home to our Accounting, Bookkeeping, Legal, Information Technology and Human Resources Departments are located in West Palm Beach, FL. With satellite offices in Deerfield Beach and Pembroke Pines, FL, our LCAMs and Property Administrators are able to concentrate on providing exceptional, hands-on service by being strategically located within only a few miles of the various communities that we service.

The affiliated companies that comprise our family of Property Management firms have offices throughout Palm Beach and Broward Counties including West Palm Beach, Boca Raton, Deerfield Beach, Coconut Creek and Pembroke Pines. Our wide-spread presence in South Florida allows our firm to continually exceed client expectations as we strive to become the # 1 Property Management provider in the Region!

Unparalleled Full Service Property Management (Customizable)



To ensure that we remain at the forefront of the Property Management industry, CVPMP provides a wealth of services to each Association, Community and individual properties that we manage. Once we meet with and have a better understanding of the specific needs of our clients, we can customize our services on an individualized basis as we offer services such as:

- ✓ Community Analysis: We will investigate all existing operations of an Association and provide recommendations for improvements and changes.
- ✓ Contractor Bidding and Supervisory Services: Obtain all necessary contract bids, negotiate terms and supervise all services provided by outside contractors.
- ✓ Draft and Oversee a Preventative Maintenance Program.
- ✓ Daily, Weekly, Monthly Property Inspections.
- ✓ Coordinate Estoppels as part of a rental and resale process.
- ✓ Staffing and Supervising of Maintenance Professionals.
- ✓ Rules, Regulations, Deed Restrictions and Architectural Review Policy Enforcement.
- ✓ Maintain and Update Owner and Tenant Roster.
- ✓ Mailing and Communication with Property Owners.
- ✓ Catalogue Maintenance Activities and Critical Document Storage and Filing Capabilities.
- ✓ Insurance Bidding and Oversight.
- ✓ Subcontractor Services: Landscaping, Paving, Painting, Pressure Washing, Plumbing, Electrical, Janitorial, Swimming Pool/Fountain Maintenance, Pest Control, General Repairs.

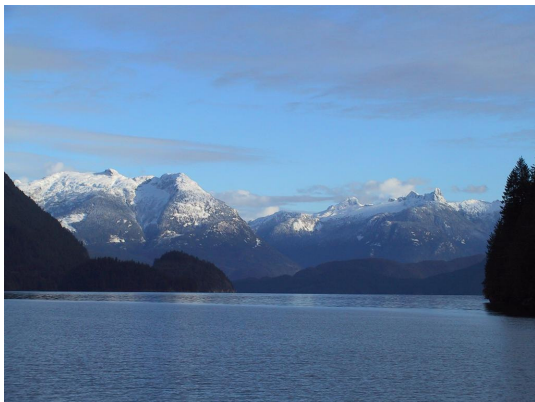
Unmatched Full Service Accounting & Bookkeeping Service (Customizable)



The backbone of our Accounting and Bookkeeping Service is a team of CPAs and financial professionals with an average of more than 20-years experience with our family of firms. Currently, our staff is overseeing in excess of 30,000 accounts receivable with highly efficient and cost effective financial management and information technology systems. Clients receive customized financial services from our team of experts after we complete an analysis of the client's historical financial needs and anticipated future growth. Such services may include:

- ✓ Maintain all accounting records.
- ✓ Recommend suggested improvements for banking relationships and costs.
- ✓ Collect and monitor all Accounts Receivable.
- ✓ Cost Analysis and Advice.
- ✓ Provide for Scheduled Collections (monthly/quarterly dues) using various tools such as: Automated Clearing House (ACH), Coupon Books, Lock Boxes, On-Line Payments, and Credit Card Payments.
- ✓ Draft all checks and monitor Accounts Payable.
- ✓ Comprehensive Payroll Services.
- ✓ Recommending and Drafting of all Budgets.
- ✓ Monthly and Annual Financial Reporting.
- ✓ Prepare all required State Reporting and Filings.
- ✓ Tax Planning and Preparation.

The CVPM Difference Is Clear



CV Property Management, LLC is committed to providing our clients with the best possible professional Property Management Services at the MOST COMPETITIVE PRICING! With a diverse portfolio of business and services, we are able to keep our pricing FAR BELOW that of our competitors, while providing industry-leading service, responsiveness, effective management and an uncompromising commitment to far exceed the expectations of our highly-valued clients.

The best way that we can demonstrate how effectively we can help you and your Association is by providing you with a COMPLIMENTARY CONSULTATION, at which time we can learn of your specific needs and help develop a plan of action of how we can best provide you with appropriate services at a reasonable cost. Please do contact me personally so that I can arrange for the opportunity to meet with you and share our creative ideas on how we can help your Association and SAVE YOU MONEY at the same time! I look forward to the privilege of meeting with you and hopefully planning a professional relationship for the future.

Respectfully Yours,

Ben G. Schachter

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