

Professional Property Management for Condominium Communities





Whitehall Property Management is committed to servicing and maintaining first-class condominium communities. We do so by emphasizing reserve planning, accurate budgeting and personalized customer service. Whitehall's streamlined professional services can be tailored to meet every client's particular needs and circumstances.

Property Management Services

Coordination of Condominium Association and Board of Directors meetings

Process Association work orders

Supervision of on-site personnel and contractors

Addressing violations of Association rules and regulations

Oversight of major restoration and maintenance projects

Our mission is to be the leader in the Condominium Association Management industry, providing the highest level of service to our customers.

Personalized Customer Service

24-hour emergency service

Day-to-day Association member communications

Highlight Association regulations and provide welcome packages

Provide office support for the Association

Convenient on-line services

Accounting and Financial Services

Preparation of monthly reports and financial packages

Bank reconciliations

Budget preparation and disbursement

Fee collection and aging reports

Monthly balance sheet and income statements
(including variance-to-budget)

Print and distribute Association fee coupons

Coordinate filing of tax returns and annual reports

Live On-Line Access to Financial Information and Community Documents



Our Commitment to Developers and Associations:



- Enhance property values
- Implement sound operating procedures
- Efficient vendor management
- Ongoing communication with both Association members and the Board
- Easy-to-read financial statement



Working With Whitehall's Management Team

The first 90 days of working with a professional management company is the critical period that determines success of the Association–Manager relationship. During this time, Whitehall will implement policies and procedures that permit it to conform to the developer or Association's policies and governing documents. In addition, we will thoroughly review existing administrative and operational functions to ensure on-going, efficient management of the community.



We will schedule an initial meeting with the Board to set immediate and long-term goals and priorities. We will also ask the Board to provide us with the information needed to formulate a plan that will produce optimal results and ensure that everyone is working toward the same goals, which include setting sound operating procedures and providing effective communication with the Association members.



Whitehall will also prepare and distribute annual meeting notices to all Association members. At the meetings, we will be responsible for adhering to the Association meeting agenda and assuring that all open issues are addressed.



Please contact us to learn more about how Whitehall can help you improve operations and increase the value of your investment.

From development to property management, Whitehall has been there every step of the way.



www.whitehallpm.com

Gary Steven Jonna

Whitehall President and CEO

For 25 years, Gary Steven Jonna has spearheaded prominent commercial developments and property management contracts in southeast Michigan with a combined value in excess of \$250 million. Mr. Jonna brings comprehensive real estate expertise to each new assignment, including vendor negotiations, risk management, and major renovation projects.



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