

Commercial & Residential Property Management

AT

April Thomas & Associates, Inc.
CA DRE #02105898

www.aprilthomasandassociates.com

(951) 465-7097

Areas of Expertise

Multi-Family & Homeowners
Associations

Contract & Vendor Management

Commercial & Industrial
Properties

Construction Management

- April Thomas and Associates takes a hands-on approach in managing your property and exceeding your expectations.
- We value open communication, flexibility and an unmatched attention to detail.
- Our Leadership brings 25+ years of vendor relationships with a background in Energy & Water Conservation. This experience allows us to focus on building trust with our clients and their tenants.

With over 14 years of experience in Property Management. We pride ourselves in seamlessly working hand-in-hand with investors, owners, tenants, board members, committees and a multitude of vendors.

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PROPERTY MANAGEMENT HOA DUTIES DIVISION:

- Partner with your Board of Directors and or Developer to optimize the function of HOA
- Execute with Board of Directors the policies, rules and decisions of Legal Documents
- Document Transfers, Accounting, Activities and extensive Record Keeping
- Site Management, Landscape and Maintenance walks with detailed reporting and pictures
- Budget, Dues and Collection Services

COMMERCIAL PROPERTY MANAGEMENT DIVISION:

- Facilitate the Day to Day Operation Responsibilities and Budget.
- Collecting Rents.
- Handling Requests for Maintenance and Repairs from Building Owner and Tenants.
- Negotiating New Lease Contracts and Terms.
- Track Financials and Building Expenses.
- Work hand in hand with building owner; as we understand their investment goals and success to increase property value.

INSPECTOR OF ELECTIONS DUTIES DIVISION:

- Determine the number of memberships entitled to vote and the voting power of each. (Civ. Code §5110(c))
- Prepare a voter list and correct any information within two business days of receiving notice of errors. (Civ. Code §5105(a)(7))
- Prepare a list of candidates and correct any information within two business days of receiving notice of errors. (Civ. Code §5105(a)(7))
- Deliver ballots with instructions to each member of the association. (Civ. Code §5105(g)(4))
- Deliver election rules to each member of the association. (Civ. Code §5105(g)(4))
- Verify member information and signatures on outer envelopes. (Civ. Code §5120)
- Open ballots and tabulate votes. (Civ. Code §5110(c); §5120(a).)

Contact Our Team Today to Create a Custom Management Plan For Your Site!
april@aprilthomasandassociates.com

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