

Commercial & Residential Property Management

AT

April Thomas & Associates, Inc.
CA DRE #02105898

www.aprilthomasandassociates.com

(951) 465-7097

Areas of Expertise

Commercial Properties

Industrial Properties

Business Parks

Construction Management

Contract & Vendor
Management

Multi-Family & Homeowners
Associations

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.

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April Thomas & Associates, Inc.

April Thomas and Associates has over 14 years of experience in Property Management, serving Business Parks, Commercial Buildings and Homeowners Associations.

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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.

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.

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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