



## REAL ESTATE SERVICES

**S**tellar Properties delivers superior real estate services and management to both residential communities and commercial properties throughout the United States.

### PROPERTY MANAGEMENT

- Total operations—commercial properties, multi-family & amenity areas
- Management of tenants - sales & rentals
- On call maintenance support
- Community Association Management
- Assessments & collections
- Accounting, tax & association reporting
- Association governance

### RESIDENTIAL REAL ESTATE BROKERAGE

- Full service listings & sales
- Comparative market analysis
- Relocations & home leasing
- Financing & closing consultation

### COMMERCIAL REAL ESTATE BROKERAGE

- Full service listings & sales
- Comparative market analysis
- Business planning
- Site evaluation, selection & acquisition
- Tax Analysis & incentive negotiation

[www.stellarproperties.com](http://www.stellarproperties.com)

# COMMUNITY ASSOCIATION MANAGEMENT



**STELLAR PROPERTIES™**

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[www.stellarproperties.com](http://www.stellarproperties.com)



**STELLAR PROPERTIES™**

*Where your Property is our Star*

## CAM SERVICES

In the residential market, effective CAM (community association management) can increase appraised values and sale prices for single and multi-family housing. To suit a community's needs, Stellar Properties and its team of licensed real estate and community association managers provide exceptional services consisting of inspection coordination, assessments, collections, association and amenities management. Stellar Properties has a dedicated website that lists key community covenants, forms and also responds to all questions within 24 hours.

### ASSOCIATION MANAGEMENT & GOVERNANCE

- Inspect properties, facilities & common areas
- Maintain inspection logs
- Evaluate and select subcontractors
- Issue board approved violation letters
- Document and assess complaints, violations & maintenance issues
- Retain active insurance policies
- Develop & distribute monthly management reports
- Announce annual, special or emergency meetings
- Assist board with proposed amendments & elections
- Prepare and mail annual election ballots



### ASSESSMENTS AND COLLECTIONS

- Maintain property owner records
- Prepare & distribute monthly, quarterly and/or annual assessments
- Collect & deposit association funds
- Process arrearage notices
- Provide monthly bank account statements
- Coordinate collection efforts

### ACCOUNTING

- Generate monthly & year-end financial statements
- Provide general ledger, disbursements and accounts receivable reports
- Monitor current year budget & prepare next year estimates
- Prepare and approve disbursements and vendor payments

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### STAFFING

- 24-hour customer service hotline & web access
- Licensed Community Association Managers
- Licensed Real Estate Brokers and Agents
- Members Community Associations Institute (CAI)
- Members of Northeast Florida Association of Realtors (NEFAR)
- Members of Florida Association of Realtors (FAR)
- Members of National Association of Realtors (NAR)
- Members of National Association of Industrial and Office Properties (NAIOP)

### TECHNOLOGY

- Website provides downloadable covenants, forms & community calendar
- Accounting software for AR/AP is JD Edwards World
- All reporting is distributed either electronic and/or print
- All major inspection violations are photographed, documented & archived

