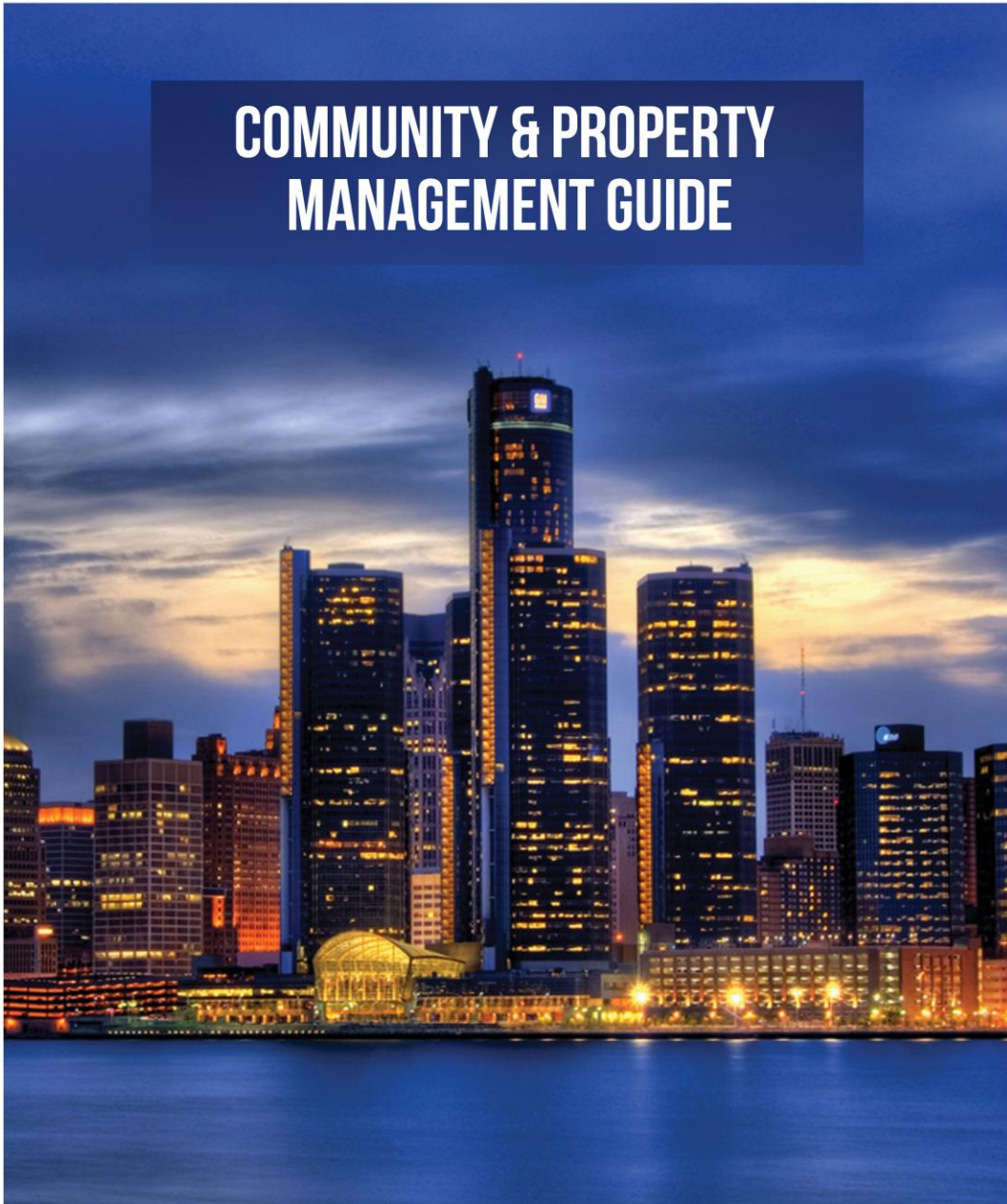




# COMMUNITY & PROPERTY MANAGEMENT GUIDE



TRADEMARK PROPERTY SOLUTIONS, INC.  
OXFORD, MI

# ABOUT TRADEMARK



## TRADEMARK IS YOUR ONE STOP SHOP

Trademark was founded in 2003 by Matt Blitchok on the idea of being a one-stop-shop for our clients.

Comprised of a team of uniformed, professional individuals, Trademark provides personalized solutions that allow Boards and Communities of all sizes to maximize efficiency and success.

Our services are provided in-house by our licensed and certified staff.

## OUR CORE VALUES

- We strive to be a company known for leadership.
- A company where employees are proud to work.
- A company in which clients, business partners, contractors and suppliers enjoy working with.
- We gain trust by treating people with integrity, respect and fairness.



# COMMUNITY MANAGEMENT



Our philosophy is simple; we protect, maintain and enhance the livability and value of the communities that we serve as we enhance the lifestyle of the association members.

We approach our communities to achieve specific results consistent with the Association Boards direction. Our team of trained professionals assists communities as they refine their needs and begin implementation.

## HOA AND CONDO ASSOCIATIONS

We offer a complete range of Condo Association and Home Owner Association Management Services.

Bundle Pricing for Multiple Contracts provide significant savings for your Association and include:

- PAY ASSESSMENTS ONLINE
- OWNER WEB PORTAL
- COMMUNITY WEBSITE
- BOARD AND ANNUAL MEETING ATTENDANCE
- SITE INSPECTIONS
- PROACTIVE MAINTENANCE

- FINANCIAL MANAGEMENT
- COLLECTIONS
- MONTH END REPORTING
- VENDOR MANAGEMENT
- PLAN DEVELOPMENT
- ADMINISTRATIVE SERVICES
- RULE ENFORCEMENT

## APARTMENT AND MULTI-FAMILY HOMES

Our commitment to providing a quality housing experience ensures that each of our residents will enjoy a professional

property management staff that is respectful of their needs and rights.

- TENANT SCREENING
- RENT COLLECTION
- EVICTIONS
- OWNER/TENANT PORTALS
- COMMUNITY WEBSITE
- MONTHLY STATEMENTS
- MARKETING

- ADMINISTRATIVE SERVICES
- HUMAN RESOURCES
- PROPERTY MAINTENANCE
- RISK MANAGEMENT
- UTILITIES
- ADMINISTRATIVE SERVICES
- RULE ENFORCEMENT



## PROPERTY MANAGEMENT

We are investors ourselves so we understand the importance of keeping the property rented and producing consistent cash flow. There are many advantages to having professional property managers who are real estate investors themselves. We understand the sense of urgency that comes with filling a vacant property quickly (no income, high maintenance bills, risk of theft and vandalism, etc.).

We strive to keep the monthly cash flows consistently high for our clients. In today's market, our primary concern is getting you the highest return possible on your investment. We provide our clients with management solutions that help their properties operate smoothly and enhance their investments value.

Our in-house professional leasing agents use innovative marketing techniques to get properties rented fast and our background check programs ensure we are renting to the most-qualified applicants.

- LOCATE REAL ESTATE
- LOW COSTS FOR ROUTINE REPAIRS
- PROPERTY MANAGEMENT SOFTWARE
- CLIENT COMMUNICATION
- CITY CERTIFICATIONS
- CLIENT FUND ACCOUNTS
- SET UP LLC'S & US BANK ACCOUNTS
- TENANT SCREENING AND SELECTION
- RENT COLLECTION
- MARKETING & LEASING
- ACCOUNTING & MONTHLY REPORTING
- MONTHLY & TENANT COMMUNICATION
- EVICTIONS



## GROUPS MAINTENANCE

For over 12 years our educated, certified, and experienced staff have been creating and celebrating beauty on residential and commercial properties. We pride ourselves in building relationships and exceeding the expectations of our clients as we transform the ordinary into the extraordinary.

- Experienced, professional and courteous staff and work crews.
- Customized contracts to fit your property's landscaping needs and budget.
- Fully equipped and staffed to handle any size job.



- SPRING CLEAN UP
- TREE & SHRUB TRIMMING
- WEEKLY MOWING
- MULCH
- FERTILIZATION
- SEASONAL FLOWERS
- IRRIGATION SYSTEMS





## CUSTOMIZED SOLUTIONS FOR YOUR SNOW REMOVAL NEEDS!

### SNOW REMOVAL

Trademark Property Solutions offers snow plowing, salting, snow removal, snow hauling, snow shoveling & snow blowing, "curb to curb" service, winter seasonal management, seasonal service contracts, competitive rates, and free estimates & site consultations.

### PLOWING

Professional plowing is essential in Michigan. We use top of the line equipment and our fleet is well-maintained.

### DE-ICING

Our snow removal teams arrive thoroughly prepared to make sure that the community remains safe and ice free after a snow fall.

### SIDEWALK CLEARING

Trademark is committed to ensuring that our customer's walkways are completely clear and safe after we have finished plowing.



# POOL MANAGEMENT & POND MAINTENANCE

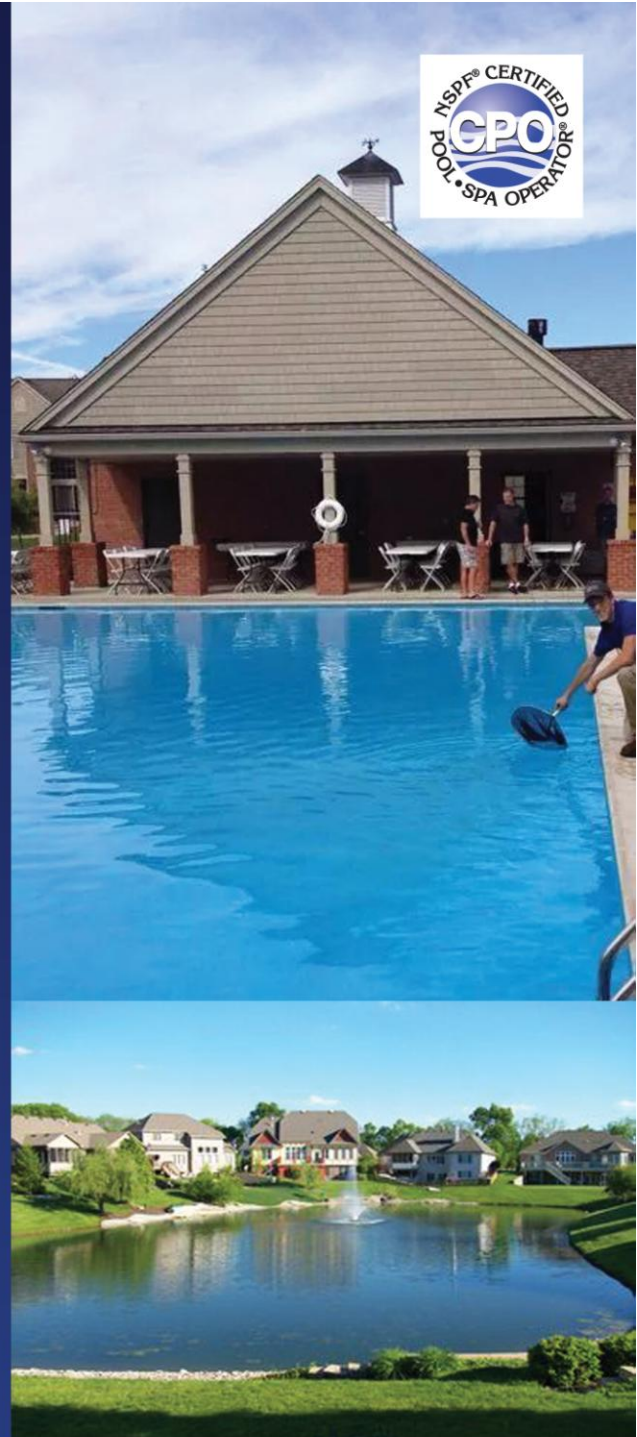
We designed our services with the Association in mind. With Trademark, you do not need to worry about anything. Trademark will take care of the entire pool pre-opening, pool operations and pool winterization. Our professional staff will always keep you informed about the pool operations.

## POOL MANAGEMENT

As Certified Pool Operators, Trademark specializes in providing community pool management and maintenance services to Apartment Complexes, Condo and Homeowner Associations in Michigan. Our ultimate goal is to ensure a safe and clean swimming pool environment and provide great customer service to all of our clients at a great price.

## POND MAINTENANCE

When maintained properly, a pond or water garden can be a treat for the senses and can add serenity, peace and style to any surrounding. Trademark can add beauty to your aquatic paradise and maintain its integrity with preventative adjustments and repairs.





LICENSED REAL ESTATE BROKERAGE  
CERTIFIED COMMUNITY MANAGERS  
LICENSED BUILDERS  
LICENSED ELECTRICAL CONTRACTORS  
LICENSED MECHANICAL CONTRACTORS  
CERTIFIED POOL OPERATORS



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