



ALLIED PROPERTY GROUP

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alliedpropertygroup.net

**CALL US TODAY FOR A
FREE QUOTE AT 305-232-1579**



ALLIED PROPERTY GROUP



ABOUT US

THANK YOU FOR CONSIDERING ALLIED PROPERTY GROUP, INC. AS YOUR **PROPERTY MANAGEMENT COMPANY.**

ALLIED PROPERTY GROUP, INC. IS A FULL-SERVICE MANAGEMENT COMPANY **SPECIALIZING IN CONDOMINIUM AND HOMEOWNER ASSOCIATIONS.**

WITH MORE THAN 8,000 UNITS UNDER MANAGEMENT, WE ARE EQUIPPED TO MANAGE ANY SIZE COMMUNITY, YET STILL PROVIDE INDIVIDUALIZED ATTENTION.

Allied Property Group, Inc. acquired its first account in October 2003. Since its inception, we have acquired most of our accounts via referrals. It is remarkable in today's technology-driven world that a company can grow through word of mouth!

These referrals have come not only from the members of the Board of Directors and their attorneys, but from their attorney's, CPA's, and the owners themselves. This is a testament to the quality of service being provided to our clients, the homeowner.





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AWARDS & RECOGNITIONS

For five years in a row, Allied Property Group Inc. has won the *The Florida Community Association Journal (FLCAJ)* Readers' Choice Awards. *FLCAJ* is the leading magazine for the Florida property management industry. Awardees were nominated by the appreciative customers and readers of *FLCAJ*, and were selected because they demonstrated — through their commitment to the associations they serve — an exemplary level of proficiency, reliability, fairness, and integrity. We are honored to have won this award because it is our clients that cast a vote. This reflects the faith and trust our clients have given us. It is also a testament to our hard work and dedication, as well as our unwavering effort to provide excellent customer service.

The opinions of our clients and residents are extremely important to us. For that reason, Allied Property Group, Inc. became an accredited business with the Southeast Florida chapter of the Better Business Bureau™ and have been given an A+ rating. Only businesses that meet high ethical standards are eligible for accreditation through the BBB. Eligible accredited businesses must pass a rigid screening process before they are accepted by the Board of Directors. They must also agree to abide by ethical standards of advertising, selling practices, and customer relations.

In 2017 the Latin Builders Association honored Allied Property Group with their Property Management Firm of Year Award. The LBA has more than 750 member companies representing various types of construction related industries. They are one of the largest Hispanic Associations in the United States. As a proud member of the LBA, we benefit from its numerous conferences, seminars, and networking events that allow us to work with licensed, insured, and respected vendors.

Most recently, Allied Property Group was featured in the *South Florida Business Journal's* Homeowners Association Management Companies list. The *South Florida Business Journal* is the leading business journal servicing South Florida. Each year they comprise a list of the top firms in each industry.





*“There is no better ad than
a satisfied customer.”*



OVERVIEW

MANAGEMENT

- Residential / Commercial / High-Rise
- Portfolio Management
- Onsite Management

ACCOUNTING/FINANCIAL

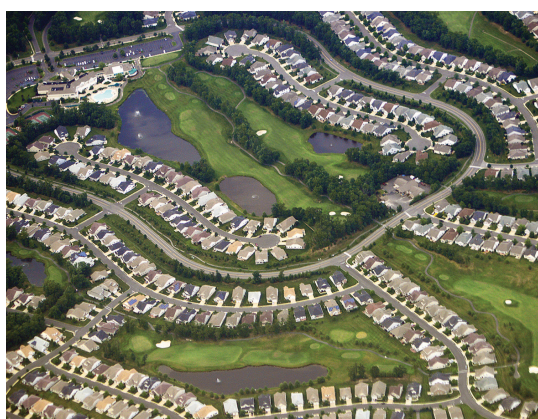
- Bookkeeping
- Budget Preparations
- Accounts Payable/Receivables
- Collections
- Customer Service

ONLINE SERVICES

- Websites
- AP Approval
- Real-time Reporting
- Homeowner Account Access

OTHER

- Janitorial / Maintenance
- Front Desk / Access Control



ACCOUNTING + FINANCIAL

Financial statements are prepared monthly by our qualified accounting staff. Our accounting team, together with the assigned manager, reviews the financial reports monthly to ensure fiscal responsibility. All financial reports are reviewed by senior management for accuracy. It is this attention to detail that separates our team from the rest.

FINANCIAL REPORTS

- Balance Sheets
- Income Statements
- Prepaid Reports
- Insurance Schedule
- Monthly Bank Statements
- Accounts Receivable listings
- Check Disbursement listings
- Monthly Bank Reconciliation of Each Account
- Specialized Reports

ACCOUNTS PAYABLE / RECEIVABLE SERVICES

- Collection of Maintenance Payments
- Deposits/Free Remote Deposit Scanner
- Special Assessment Processing
- Miscellaneous Income Payments
- Vendor Payments/Payables Lockbox
- Free Lock Box Services
- Estoppel Requests
- Past Due Notices
- Online Access to Approve and View Invoices
- Online Access to View Account Information

Our staff will dedicate the time to help customize a budget plan that will help your community meet its residents' needs.

- Assistance in budget planning
- Analyze previous year's expense history
- Forecast future trends
- Assist Board & Committees in budget workshops
- Mail notices within appropriate timeframes
- Once approved, mailing of coupons to homeowners



PAYABLES LOCKBOX

OPTIMIZED PAYMENTS FOR YOUR ASSOCIATION

Instead of moving paper invoices around to various approvers, the A/P process can now be facilitated Online with Payables Lockbox.

SOFTWARE HIGHLIGHTS

- Ability to securely view and approve invoices from any device, anywhere in the world;
- Ability to research paid invoices and view the invoice;
- Access for all Board members;
- Transparency and easy access to the system;
- It is environmentally safe;
- Electronically stores all of your documents;
- Creates an audit trail of who has approved invoices; and
- Vendors can select to be paid in a variety of ways.

Simple three (3) step process will allow you to approve invoices from any device.



HOW DOES PAYABLES LOCKBOX WORK?

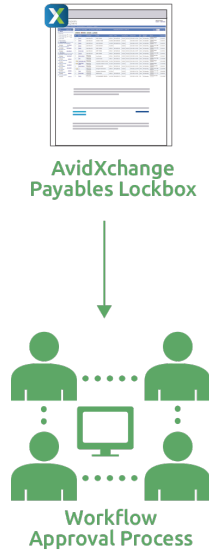
CENTRALIZE

RECEIVE INVOICES, IMAGES, CODE, AND POST ONLINE



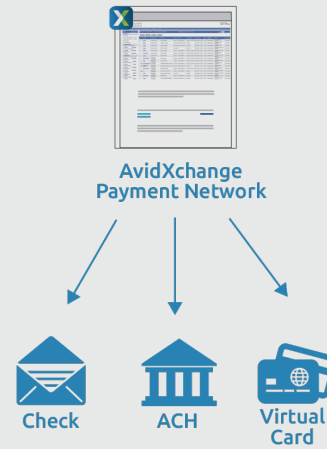
AUTOMATE

FLEXIBLE ONLINE INVOICE APPROVAL PROCESS



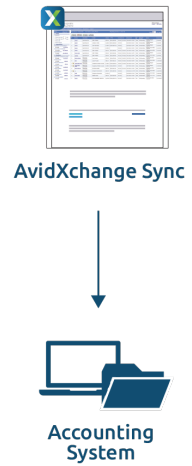
PAYMENT

PAYABLES LOCKBOX PAYMENTS SENT SECURELY TO AVIDPAY



INTEGRATE

INVOICES AND PAYMENTS POSTED TO THE ACCOUNTING SYSTEM



1 You will receive an e-mail from Payables Lockbox notifying you that there are invoices in your queue needing approval. Simply click the link in the email to access the site.

After logging into Payables Lockbox, you will be taken to your 'My Invoices' queue. If you are a board approver for invoices, you will see any invoices you have waiting for your approval here in this queue.

Invoice #	Vendor	Amount	Coding	Inv. Date	Due	Status
875423	Spring Creek Association	\$374.00	87500-(8754.00)	08/12/14		Board Approval
20382	Spring Creek Association	\$1,500.00	30002-(1500.00)	07/12/13	07/22/13	Board Approval
20387a	Spring Creek Association	\$1,477.94	30002-(1477.94)	04/24/14	04/30/14	Board Approval
822376a	Spring Creek Association	\$1,477.94	73300-(1477.94)	01/01/13	01/31/13	Board Approval
75486L16	Spring Creek Association	\$625.00	10000-(625.00)	04/12/13	04/27/13	Board Approval
883812-1	Spring Creek Association	\$1,526.88	89000-(1526.88)	08/15/13	08/31/13	Board Approval

2 To view the invoice document, click on the invoice number (blue, underlined link) to open up the Invoice Detail page. From here, you can view the details of the invoice and Approve the invoice.

The "Invoice Detail" screen is where you will approve or reject most of your invoices. The detail as well as the actions you can take on the invoice are to the left, and the invoice image is to the right.

ALL SEASONS SERVICES
 TERMITE & PEST CONTROL - LAWN & LANDSCAPE DESIGN
 "MONEY OWNERS & CUSTOMER FOCUS"

1-866-9NO-BUGS
 WWW.18669NOBUGS.COM

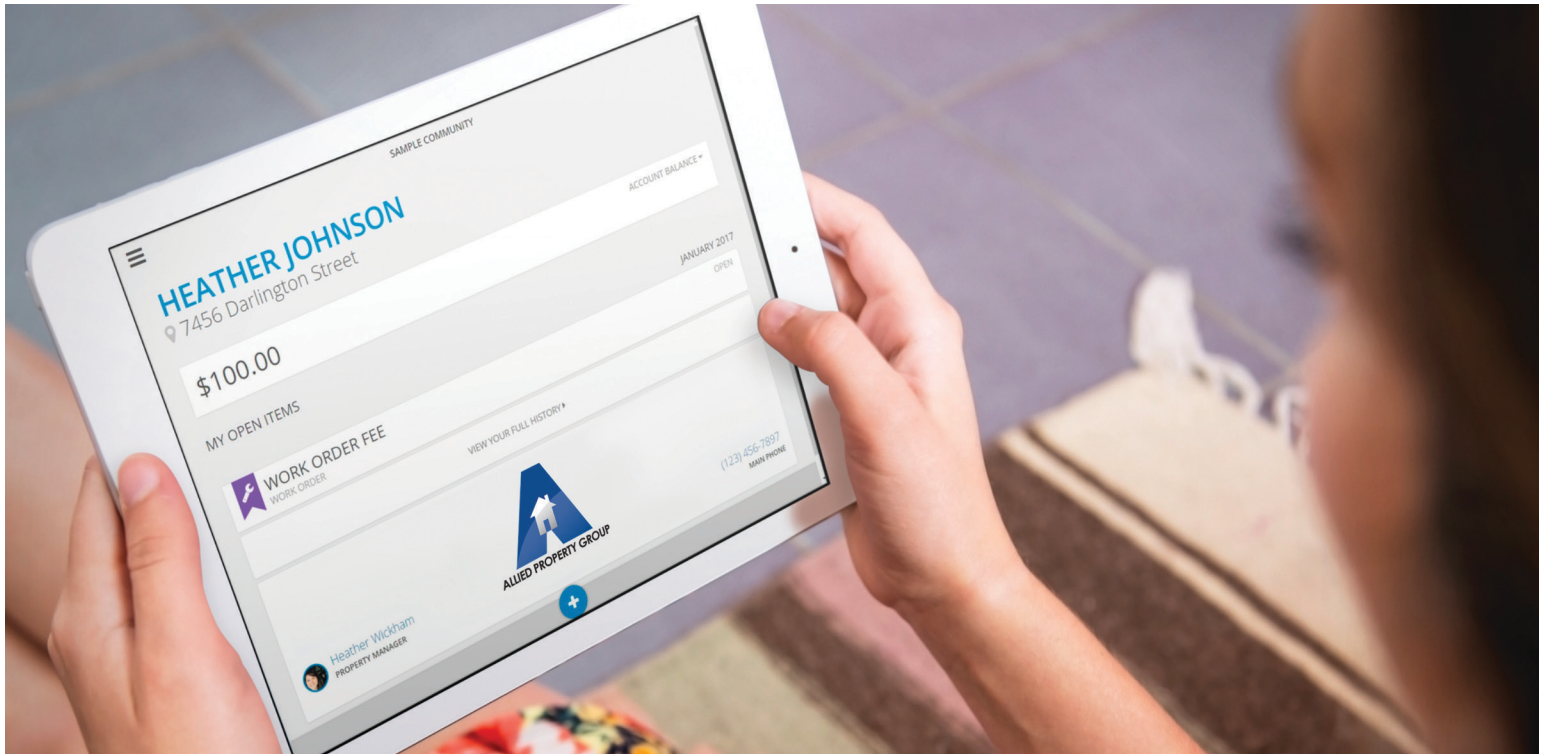
INVOICE # 875538
 DATE: 09/02/2011

SERVICE ADDRESS: 12356 Maple Leaf Drive, Houston, TX 77045
 BILLING ADDRESS: Maple Leaf HOA, c/o SRS Management Co., 1401 Louisiana, Houston, TX 77002

SERVICE TYPE	TARGET PEST(S)	CHEMICAL USED	TOTAL
INITIAL SERVICE			\$ 75.00
TERMITE CONTROL			\$ 299.00

3 To approve an invoice for payment, simply click the 'Approve' button at the top left. If you want to reject the invoice back to the manager, perhaps to change the pay amount or coding information — you may do so by entering a rejection reason in the "Internal Notes" section, and clicking "Reject".

BOARD MEMBER PORTAL

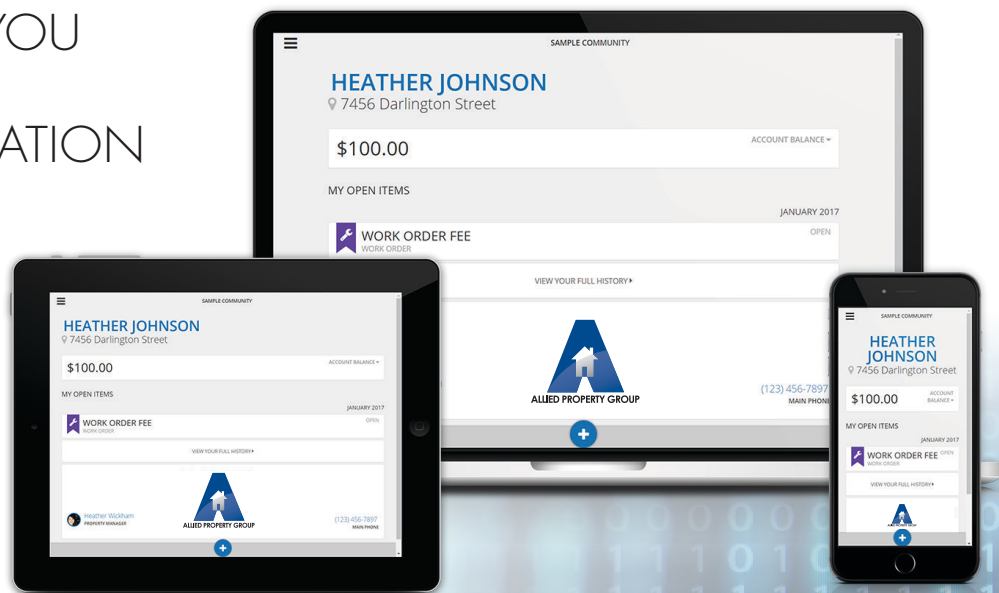


AS A BOARD MEMBER YOU WILL HAVE ACCESS TO ASSOCIATION INFORMATION WHENEVER YOU WISH.

Board Access puts the power of your association account in the palm of your hand!

PORTAL FEATURES

- Immediate accessibility to Financial Information;
- Owner Balances;
- Violation Reports;
- Information available through any device with Internet connectivity;
- Creates transparency and accountability; and
- Run reports with ease and flexibility.



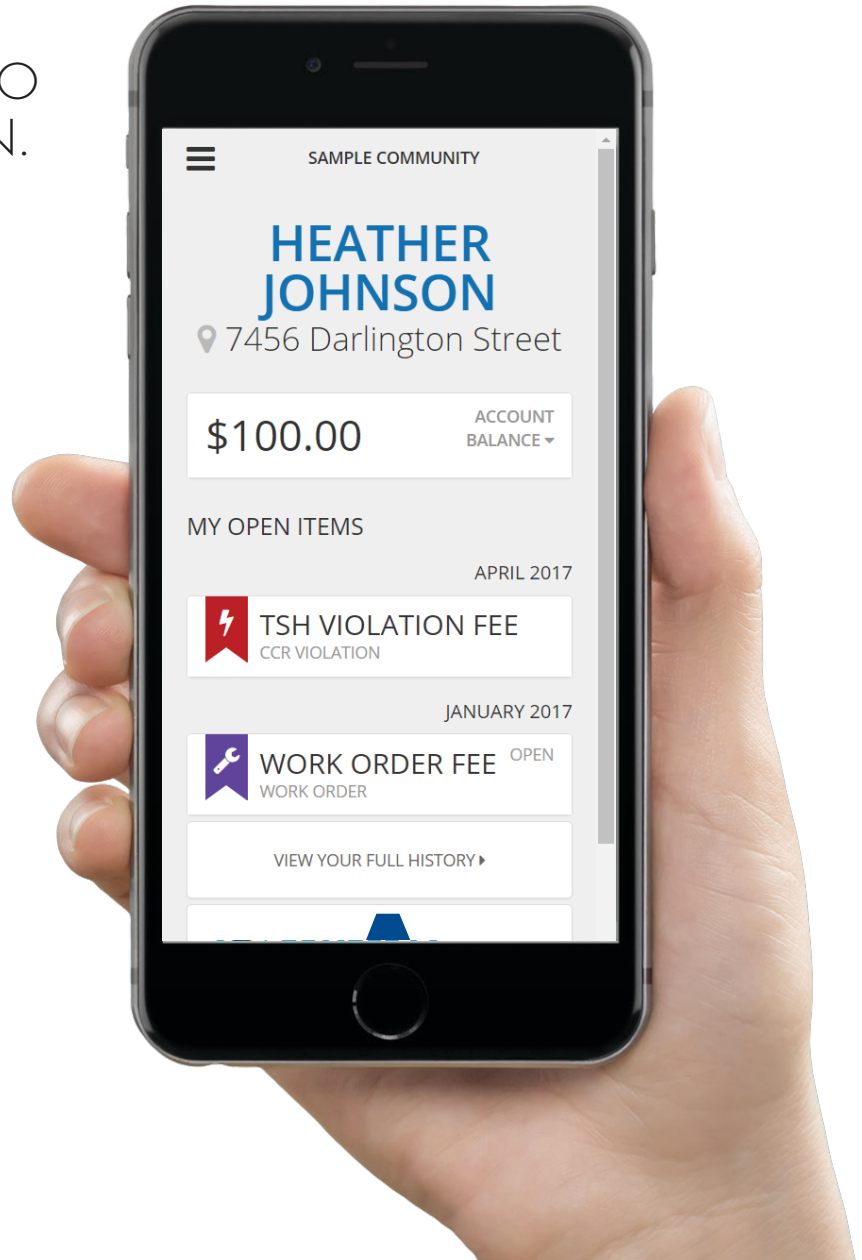
OWNER PORTAL

THE OWNER PORTAL GIVES OWNERS IMMEDIATE ACCESS TO THEIR ACCOUNT INFORMATION.

WHENEVER. WHEREVER. NOW THAT'S SOMETHING TO BE PROUD OF.

OWNER ACCESS HIGHLIGHTS

- Owners can securely register to their account information;
- Set up Online Payment through ACH or Credit Card;
- Easy to read Dashboard that includes their Account Balance and History;
- Ability to Update their Account Settings;
- Send a Message to the Manager;
- Open a Ticket for a New Service Request; and
- Accessibility from any device.



Messages to Property Manager

Violations

Service Request

Work Orders

Closed Items

MANAGEMENT SERVICES

THE MANAGER'S REPORT *PROVIDES A SNAPSHOT* OF YOUR ASSOCIATION'S MONTH-ENDING FINANCIALS, UPDATES ON ALL PENDING PROJECTS, AND REPORTS SUCH AS DELINQUENCY & INCOME/EXPENSE.

IT CAN BE *CATERED TO THE SPECIFIC NEEDS OF YOUR ASSOCIATION* SO THAT ANY AND ALL PERTINENT INFORMATION IS AT YOUR FINGERTIPS DURING YOUR BOARD MEETING.



The Administrative and Update application provides general details on any repairs performed during the month, updates on pending items, including any meetings held with your service providers, and it allows the Manager a quick and easy method of communicating with the Board in our never-ending efforts to improve communication.

Another section will provide you with an analysis of bids and proposals for discussion and consideration. The manager will review along with the Board to ensure that all proposals are apples-to-apples as you work through the process of choosing a vendor. Any pending Architectural Modification Requests and New Resident applications also are listed on the Manager's Report for reference and discussion if applicable.



GPS TRACKING SOFTWARE

We strive to assure our clients that our staff is always providing them with the time and services we promise. For example, how do you know when the manager has visited your property? You can be confident you are receiving what we have promised you with Allied's GPS Tracking Software. This is because each manager is required to register through our GPS software when he/she is onsite. They must log in at the time they arrive and leave the property. As well as log in and record the work they performed while at the community, manage the inspection reports, and other internal memos.

As soon as the manager clocks out of your community, you receive a report advising you of the manager's findings. We are also able to print QR scans for the areas you wish the manager to inspect. This way you can be certain the manager has completed an inspection. All of these reports are kept on the Cloud, saving you money while helping the environment.

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Allied Property Group, Inc.
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Manager's Report

Reported by:	John Doe	
Site Name:	HOA	
Site Address:	3401 NW 97 Ct., Doral, Florida 33178	
Report Period:	From: 10/05/2015 08:09:24 To: 10/05/2015 12:09:36	

Atctivity Date/Time	Details
10/05/2015 08:09:24	Employee On Duty
10/05/2015 08:59:35	Performing walk through of community
10/05/2015 09:48:28	Picked up new Barcode applications
10/05/2015 10:45:25	Spoke to Vivian Alvarez 9912 nw 29 ter, she wanted to know how to obtain a pool key.
10/05/2015 11:25:38	Picked up signed checks from the guard house
10/05/2015 12:09:36	Employee Off Duty

Sample GPS report emailed to the Board

RULES ENFORCEMENT

IT IS VERY IMPORTANT THAT THE BOARD OF DIRECTORS IMPLEMENTS ITS GOVERNING DOCUMENTS.

THE *RULES AND REGULATIONS* ARE RECORDED TO *ENSURE HARMONIOUS LIVING IN YOUR COMMUNITY.*

Failure to implement the Rules and Regulations can create havoc. Eventually, the properties become deteriorated, owners become dissatisfied, and property values decrease. Your community is your home, we are here to ensure your community looks its best.

Allied Property Group will inspect your community regularly to enforce your association's governing documents. Violations are logged on our software along with a picture of the violation. A key function to enforcing the rules is following up on the inspections to ensure compliance.



RULES ENFORCEMENT

A violation report is presented to the Board and the members of the Violation Committee. There are a variety of options as to how to review the reports. We may provide a detailed report that even includes notes on conversations our staff has had with the owner with regards to the violation. Other reports are

summarized and only provide the most basic information for the Board to be informed.

Whichever way you decide to receive these reports, Allied is here to ensure compliance and keep track of violations for enforcement purposes.

CCR Records for XX - Sample Condominium

Record # 1 of 1 100 Easy Street
Ray and Nancy Simon

OPEN Record is Active

Record Type: Violation Create Date: 01/15/2007

CCR Code: COL **Paint Color**

Summary Desc.: Paint color Show Pictures

Detailed Desc.: All external paint must be an approved color as designated in the bi-laws of Sample Condominium

Action Needed to Resolve Violation: Need to repaint the front door

Next Inspection: 2/16/2007 Last Inspection:

Actions			
Next Action	2/16/2007	ACC letter 1 - 06:First ACC Viol.	\$ \$0.00
Last Action			

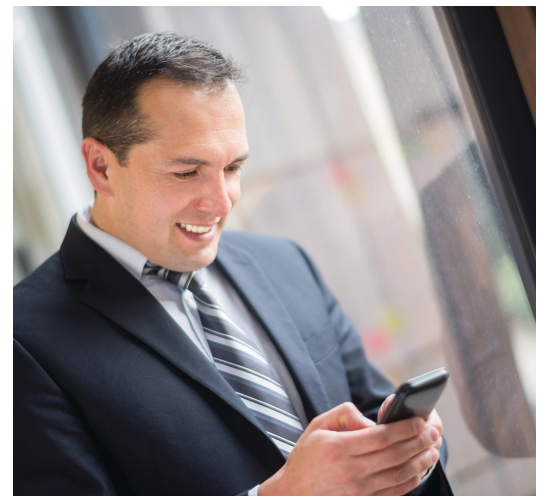
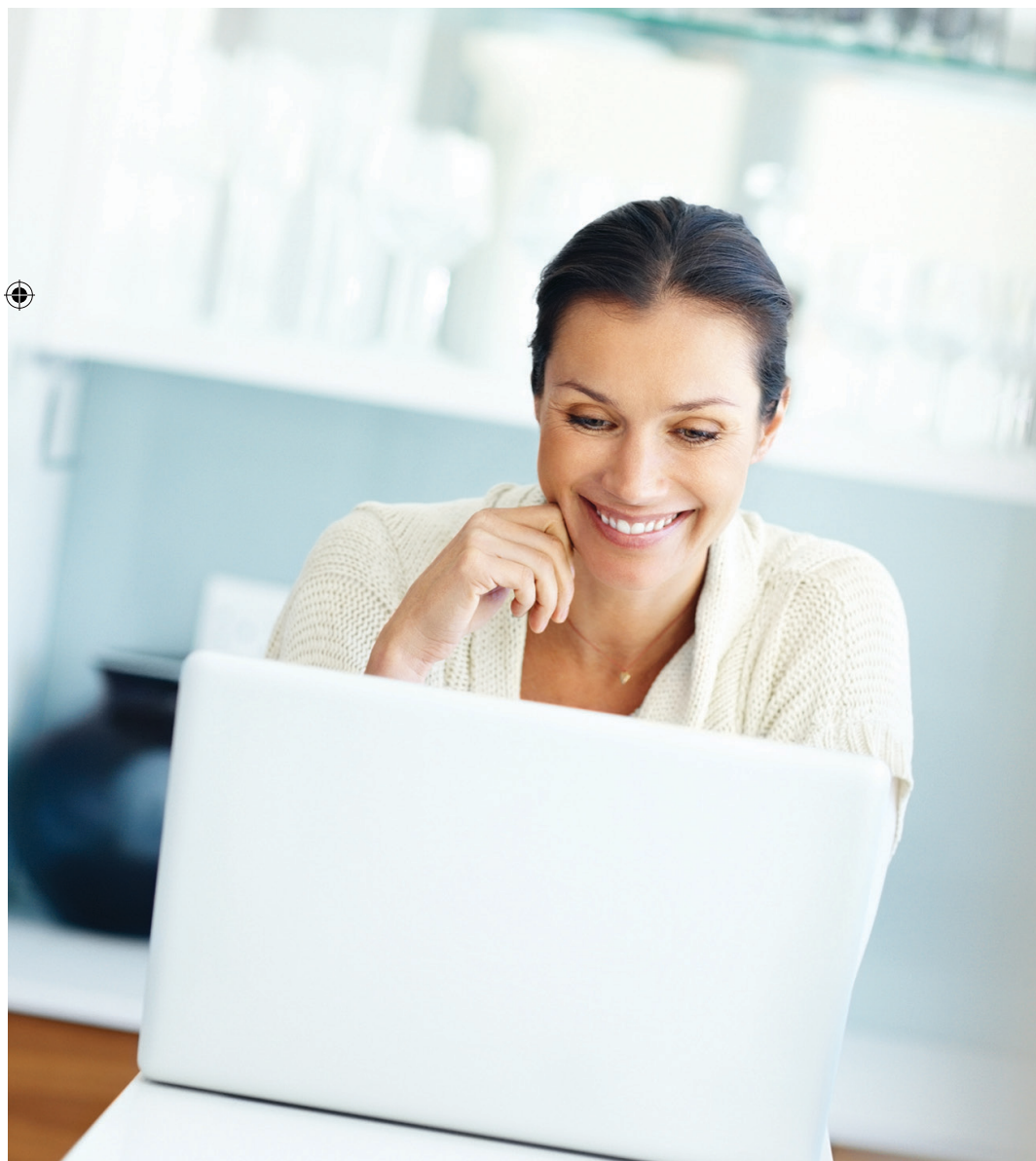
Sample Violation Report

ADDITIONAL
SERVICES

WHAT MAKES US DIFFERENT?

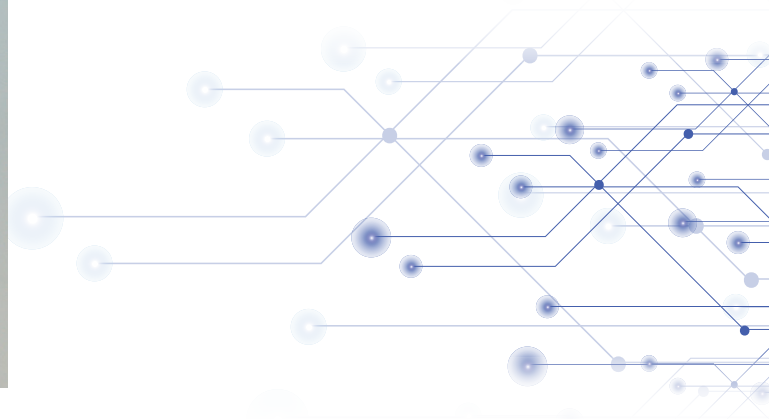
COMMUNICATION IS CRITICAL TO OUR SUCCESS, ALLIED PROPERTY GROUP, INC. IS ALWAYS LOOKING FOR WAYS TO IMPROVE.

AS SUCH, WE HAVE INVESTED IN INNOVATIVE TECHNOLOGY THAT HELPS US PROVIDE OUR CLIENTS WITH EXEMPLARY SERVICE.



COMMUNITY WEBSITES

The community website will offer Online account access to homeowners, who can log in using their smartphone, tablet or desktop computer to manage their individual account information. It's simple and fast.



ADDITIONAL SERVICES



IMPROVE COMMUNICATION

Communication with owners is the key to an association's success. One of the most important features to the website is the ability to send owners email blasts and text messages. Imagine being able to communicate quickly with residents. In case of an emergency, Allied Property Group, Inc. can send an email or text to all registered owners advising them of an issue. This is also a valuable tool to update owners on pending projects or a simple reminder of the rules.

TRANSPARENCY

All of your association's forms, governing documents, financial reports, minutes and so much more are kept Online for owners to review and download. Association activities, such as monthly board meetings, special events, and services can be listed in a calendar of events.



ADDITIONAL SERVICES



PACKAGE TRACKING

Through the website, security or front desk personnel are able to maintain and record packages received. The resident is notified when a package arrives and a record is kept of when the package is picked up by the resident.

AMENITY RESERVATIONS

Residents can reserve amenities, like tennis courts, common rooms, and other facilities. Administrators are quickly notified and with just a few clicks can review and approve the request.



SECURITY

Expedite visitor entry at gated, guarded, and lobby-attended communities while maintaining the highest level of security. Cars and vendor vehicles are processed quickly and easily and your residents are notified upon approval.