

Board Member Checklist for New Construction and Newly Formed Associations:

- Are you confident that the Developer provided your building with correct financials and monies owed, quality workmanship, a thorough and completed punch list, and all the building amenities promised during the sales process to each owner?
- Are you aware that the Developer has specific obligations to your Association under the Illinois Condominium Property Act and, in some cases, there are time restrictions to legally address issues beginning with the date of Developer Turnover to the Association?
- Would you value consultation or project management to help guide you in fulfilling your fiduciary duty in the most efficient, timely and cost-effective manner?
- Do you need the tools to self-manage your building or assistance in researching the best management company to meet the needs of your building?

Now,
you have an advocate to
help protect your investment...

Association Advocates, Inc.

Angela can translate your specific By-Laws and Declaration in a simple way you'll be able to understand.

Angela Falzone
PROPERTY
CONSULTATION

Checklist for the Developer to ensure a Smooth Turnover:

- As the first Board prior to Turnover, do you understand that your fiduciary duties and responsibilities are the same as the owner-controlled board and what those are?
- Are you aware of the proper management protocols prior to Turnover that can result in increased owner satisfaction and decreased legal implications for the Developer?
- Are you confident that the Pre-Turnover management, administration and financials of the Association follows the requirements of the Illinois Condominium Property Act protecting you from potential litigation by the Association after Turnover?
- Do you have accurate Turnover Meeting protocols in place that will provide owners with the required documents and communication as required by the Illinois Condominium Property Act?
- Would you like to create positive public relations as a Developer, resulting in happy homeowners who refer others to purchase in your future projects?

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By ensuring compliance, the Association Advocates team can benefit both Developer and Association... a win-win for all parties.

Checklist for the Condominium or Townhome Owner:

- Did you buy your condo or townhome assuming everything would be taken care of efficiently for you?
- Is your property investment being maintained and managed at the service level you expect and deserve?
- Are processes in place making your life convenient, frustration-free and your living experience enjoyable?
- Are you aware that your property values can be directly affected by the reputation of your Developer, the financial stability of your Association and the management of your building?
- Do the owners and Board incorrectly assume that all owners should be consulted on decisions regarding the management of the Association vs. a majority vote only by the Board?

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Association Advocates, Inc.

Shirley Feldmann
PROJECT
MANAGEMENT

Shirley's thoroughness benefited all owners resulting in decreased owner complaints and increased property values.

Association Advocates, Inc.

Helping Homeowners Protect Their Investment



The dilemma...

Whether self or professionally managed, Boards have a fiduciary duty to meet the state's legal obligations. How they fulfill their obligations will either positively or negatively affect the harmony amongst homeowners and the resale values of their property in today's competitive market. This also applies to the Developer, as he/she is the first Board prior to Turnover!

*save time,
money
and frustration*

The solution...

Information is empowering! AAI provides Boards with the guidance and tools to help them make the most informed decisions in a timely manner. Our goal is to help each Association run efficiently—like the multi-million dollar corporation that it is—and with an eye to decrease risk of challenges to Board decisions and to increase homeowner satisfaction.

Our Mission

In 2002, Shirley Feldmann founded Association Advocates Inc. after her frustrating board member experiences owning both new construction and conversion condos and realizing that there are few places to turn to for personalized consultation, especially for the newly formed or self-managed association.

Shirley teamed up with 30-year property management veteran, Angela Falzone, to educate consumers on how to protect their investment and increase property values in the most time and cost-saving manner.

Together, AAI provides customized training packages and has helped association clients—ranging in size from 3 to 700 units—management companies, Realtors® and developers to decrease liability and increase efficiency. They are both frequent speakers at industry events and quoted in newspaper articles on related topics.

Services

Association Advocates, Inc. offers residential property consultation and project management services. We are an advocate for the volunteer Board and homeowner offering proactive solutions to help you protect your investment and increase your property values.

And, for those new or seasoned developers wanting to ensure Turnover compliance, owner satisfaction and a smooth transition, we also offer developer consultation and training to guide in managing the property and association accurately prior to Turnover—benefiting all parties involved.

We provide newly-formed or existing associations—whether professionally or self-managed—with the necessary tools through one-time training or on-going consultation and project management in the following highlighted areas:

Developer Turnovers	Association Procedures
Board Training	Budget Review & Adoption
Meetings & Minutes	Residential w/Commercial Units
Rules & Regulations	Management Searches/Transitions
Project Management	Sample Management Forms/Letters

We are not a management company, but can assist you in determining the most effective management and procedural options specific to your property — whether professionally or self-managed.

We can act as an extension to professional management, which can be especially helpful during developer turnovers, capital improvement projects and management transitions.

Or, if you are unsatisfied with existing management, we can guide you on either working to better that relationship or can perform a thorough management search to meet the Association's service expectations.

*protect your
investment
and increase
your property
values*

We are not an accounting or law firm, but can help you determine when you need to get a CPA or attorney involved.

We are not engineers or construction managers, but can guide you through the process of identifying the proper vendors and negotiating for the quality services you require.

We offer basic and comprehensive consultation options to “Do-It-Yourself” or can manage the project to ensure its timely and efficient completion. Designed to meet in between professional and self-management, our “Management Coaching” retainer services are a cost-effective alternative to give Boards the guidance and confidence to manage accurately—whether monthly, quarterly or annually.

*Can your association afford
outside help? Your property
investment is most likely the
biggest asset that you and your
fellow owners possess
in a very competitive market.
Can you afford not to?*

■ Services are customized for each Association or Developer project.

■ Pricing based on building size and quoted by hour, project or retainer.

■ Please refer to website for complete Scope of Services, client testimonials, seminars and free resources.

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www.AssociationAdvocatesInc.com



PROPERTY CONSULTATION & PROJECT MANAGEMENT

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