

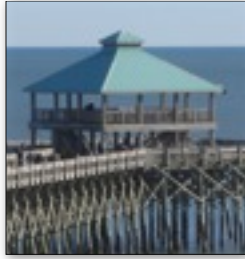


Property Management Services, llc

# About PMS

## 43 years of collective experience

On October 1, 2005, Lona Vest and Laurie Schueler opened the doors of Property Management Services, LLC. We



had a desire to be independent and use our common knowledge and skills in the most effective way possible. With 43 years of col-

lective experience under our belts, we decided it was high time to venture out on our own.

## We've done it all (and lived to tell)

During our tenure, we have faced every issue imaginable. As you can see from our included resumés, we have managed fee-simple associations, high-rise condominiums and town home communities. We have handled day-to-day operations, as well as completed numerous reconstruction projects and handled multiple insurance claims (from broken pipes to hurricanes). In addition, we have extensive experience in regime-related litigation.

## Always focused on the future

We have determined the ultimate goal for any board of directors is to achieve a proactive approach in dealing with any property's operation. Our objective is to form a mutually beneficial alliance with the Board of Directors and property owners to immediately address reactive issues and shift the focus to a forward-looking approach.



## A complete range of services

We realize that each property has its own specific requirements and concerns. We offer a full range of services to accommodate your individual interests and goals. It is our pleasure to provide you with this information about our operations. We look forward to working with you and appreciate your consideration.

## PROPERTY MANAGEMENT

Our previous property management experience includes...



PROPERTY	TYPE	SIZE
Wild Dunes Community Association	HOA	2,000+ Owners
Grand Pavilion	HOA	112 Owners
Mariner's Walk	Condo HPR	72 Owners
Lagoon Villas	Condo HPR	44 Owners
Morgan's Cove	HOA	58 Owners, 38 Boat Docks
The Moorings	Condo HPR	12 Owners
Sea Oats	HOA	12 Owners
Seaside Farms	HOA	459 Owners
Port O' Call II	Condo HPR	25 Owners
Fairway Dunes	Townhouse HOA	60 Owners
Seaside	HOA	24 Owners
Etiwan Pointe	Townhouse HOA	38 Owners
Morgan Place	HOA	68 Owners, 26 Boat Docks
Summer House	Condo HPR	55 Owners
Seascape	Condo HPR	50 Owners
Ocean Club	Condo HPR	102 Owners
Charleston Oceanfront Villas	Condo HPR	96 Owners
Linkside Villas	Townhouse HOA	42 Owners
Beach Club Villas	Townhouse HOA	72 Owners
Pelican Bay	HOA	70 Owners
Seagrove Villas	Condo HPR	44 Owners
Port O' Call I	Condo HPR	85 Owners
Out Islands	HOA	57 Owners
The Marais	Townhouse HOA	106 Owners
The Pointe	HOA	205 Owners
Parker's Landing	HOA	145 Owners
The Isles	HOA	354 Owners
Parker's Island	HOA	704 Owners
Marsh Island	HOA	33 Owners
254 Seven Farms	Condo HPR	184 Owners

## ARCHITECTURAL REVIEW DOCUMENTS

We created Architectural Review Documents for the following properties...

The Pointe HOA	The Isles HOA
Park West Master Association	Cathedral Oaks HOA
Parker's Landing HOA	

# A Full Range of Services



*Our standard suite of management services are outlined below. Need something extra? Just ask! We will tailor a package to meet your needs.*

## Administration

### Meetings

- ▶ Schedule and attend meetings of the board, not to exceed one per month
- ▶ Schedule and attend Annual Membership Meetings
- ▶ Prepare all meeting agendas and draft meeting minutes
- ▶ Prepare/mail, to all members, materials for Annual Meeting and other pertinent information as requested by the Board

### Contracts

- ▶ Prepare bid specifications, coordinate bids and contract preparations and obtain final contracts for Board approval (this applies to normal, day-to-day service contractors)

### Insurance

- ▶ Obtain quotes for Board approval for regime/association property, liability and D&O coverage
- ▶ Periodically review & update insurable values as requested by the Board
- ▶ Coordinate regime-related claim efforts

### Other Services

- ▶ Maintain all regime/association records as required by documents or applicable Federal or State Laws

## Financial

*Accounting services are completed by an independent accounting firm, Outsource Financial, LLC, supervised by Certified Public Accountant, Scott Powell.*

### Budget Preparation

- ▶ Prepare and submit to the Board budget information based on historic or current contract costs for use in the budget preparation and approval process
- ▶ Prepare the final budget for Board approval

### Assessments

- ▶ Invoice all regular and special assessments in accordance with the

Board of Directors and the regime/association documents

- ▶ Regular follow-up of all delinquent accounts
- ▶ Coordinate attorney's involvement regarding lien filings and foreclosures as requested by the board

### Management of Funds

- ▶ Establish individual regime/association accounts with Board-approved financial institutions
- ▶ Maximize return on invested funds as directed by the Board

### Disbursements

- ▶ Disburse funds as approved by the Board
- ▶ Review and approve individual invoices
- ▶ Review and approve all contract payments

### Financial Statements

- ▶ Provide the Board financial statements; including Balance Sheet and Statement of Operations with comparisons of Budget and Cash Flow
- ▶ Prepare detailed analysis of all disbursements
- ▶ Prepare monthly aging of assessment receivables

## Support Services

### Data Processing

- ▶ Top-of-the-line software package
- ▶ Onsite regime managers equipped with state-of-the-art computers and software

### Administrative Office

- ▶ Located in Mount Pleasant
- ▶ Dedicated conference room for Board and Annual Meetings, with tele-conference capabilities
- ▶ 24/7 on call emergency service

### License

- ▶ South Carolina Real Estate License

## Additional Services

In addition to our complete range of property management services, we have extensive experience in litigation assistance, insurance claim adjustments, and real estate consulting for area developers, including new construction and reconstruction projects.

## Consulting Services

*Our team has assisted with the original budget preparation and reviews of plans and regime documents for the following area developers:*

- ▶ **The Beach Company** (The Marais and The Bristol)
- ▶ **Trammel Crowe Residential** (254 Seven Farms Drive, 200 River Landing, Pier View)
- ▶ **Centex Homes** (Rivertowne Country Club, The Villages, The Woodlands, The Bridges of Summerville, Carolina Bay, Keswick, Cane Bay, Foxmoor, Liberty Hall, Longford Place, New Parrish Village, Weatherstone, Bradham Townhomes, Cathedral Oaks, Ashley Park, Seaside Farms)
- ▶ **Associated Developers, Inc.** (The Pointe, The Reserve)
- ▶ **Carriage Hill Properties** (Oak Hill)
- ▶ **Beazer Homes** (Ibis Glade, Grande Oaks)
- ▶ **Stoney Development** (Factor's Walk)
- ▶ **Opus Development** (Etiwan Point Phase I)
- ▶ **The Ginn Company** (Parker's Landing)
- ▶ **Palmetto Homes** (Wescott Plantation HOA, Sweet Grass at Tanner Plantation)
- ▶ **Bruce Miller** (Laurens Place)
- ▶ **Chisolm Street**
- ▶ **Charleston Land Development** (Folly Creek)
- ▶ **Brownie Hamrick** (East Bay at Elliott HOA)
- ▶ **Henry Finch** (The Moorings)

## Reconstruction Projects

*Our team has coordinated over \$35 Million in reconstruction projects, including:*

- ▶ **Ocean Club** (\$15 million reconstruction)
- ▶ **Summer House** (\$4 million reconstruction)
- ▶ **Seascape Villas** (\$4 million reconstruction)
- ▶ **Mariner's Walk** (\$1.8 million reconstruction)
- ▶ **Fairway Dunes** (\$1.5 million Hurricane Hugo reconstruction)
- ▶ **Port O' Call I** (\$4 million Hurricane Hugo reconstruction)
- ▶ **Lagoon Villas** (\$2 million Hurricane Hugo reconstruction)

# Meet Our Team

## Lona McLaurin Vest

With over 20 years of experience in Property Management, Lona has handled everything from hurricanes to high-rise construction.

Lona graduated from the University of South Carolina with a degree in Political Science and a minor in French. Shortly after graduation, her finely-tuned diplomatic skills were put to use in the field of property management when she became the Resident Manager of 205 units with Spring and Boe Associates in Columbia, SC.

In 1986, Lona moved to Charleston and managed 300 units for Howell & Associates before beginning her sixteen-year-long tenure managing properties in Wild Dunes and beyond at Ravenel Associates and Destination Wild Dunes. During this period, she oversaw the Hurricane Hugo reconstruction projects at 4 properties with at a total cost of over \$8,000,000, as well as a \$23,000,000 reconstruction of 3 high-rise complexes.

## Laurie A. Schueler

With experience in real estate and property management dating back to 1988, Laurie has earned a reputation for excellence.

Laurie began her career in property management at Darby Development in 1988, where she oversaw 165 units. In the five years following, she managed over 800 units for four area firms, including Trammell Crowe Residential and Capital Growth Management.

In 1993, Laurie became the Executive Director of the Wild Dunes Community Association for Ravenel Associates, attending to the needs of over 2,000 property owners, five advisory committees and the Board of Directors. After four years at Wild Dunes, Laurie was hired by Pam Harrington Exclusives to assist the Broker-in-Charge with everything from showings to closings. She returned to Ravenel in 1999 for a 6-year tenure as a Regime and Association Manger, leaving in 2005 to co-found PMS with Lona Vest.



*Founded by Lona Vest and Laurie Schueler, PMS puts over 40 years of combined experience to work for the finest communities in the Charleston area.*



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