CONDOMINIUM ASSOCIATION MANAGEMENT SERVICES

SEPTEMBER 2007

MAYAN RIVIERA PROPERTIES

This is designed packet is designed to provide a *brief* explanation of our Condominium Association Management Services.

We recognize that each association/complex has individual needs that can vary depending on size and staff requirements. As such, Mayan Riviera Properties will customize their management plan to meet the needs and desires of your association. We are happy to schedule a consultation with your association regarding our services.

[This document is available for download from our website, under the 'Management' link.]

MAYAN RIVIERA PROPERTIES
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CONDO ASSOCIATION MANAGEMENT

FULL ADMINISTRATION OF CONDOMINIUM ASSOCIATIONS

- Accounting Services
- Supervision and Administration of All Employees
- Supervision of Maintenance & Groundskeeping
- Coordination & Communication with Board Members
- Concierge and Office Staff
- Rental/Property Management Services Available

ACCOUNTING SERVICES

Mayan Riviera Properties will provide a detailed monthly accounting statement of your association's account. This statement will include any HOA fees or credits to the account, along with monies paid out in the form of salaries, repairs, bill payment, etc.

EMPLOYEES

We are happy to supervise any existing staff and are can also hire any new staff or contract services that your association requires. We will supervise these employees and administrate their salaries.

MAINTENANCE & GROUNDSKEEPING

Comprehensive and preventative maintenance is important to keeping your condos looking their best and functioning optimally. Our staff is detail oriented and will maintain your property's excellent condition.

COORDINATION & COMMUNICATION WITH BOARD MEMBERS

Oftentimes, Association Presidents and Board Members find themselves loathing their positions, as they end up working on their vacations! We take the load off of your board members by promptly addressing issues, concerns, and maintenance needs. We will work closely with your Association Board to ensure quality, good communication, and a positive experience. In addition, we can organize association meetings or events.

CONCIERGE & OFFICE STAFF

Most condominium associations don't necessarily require a private full time, fully equipped office. Yet most associations do need these services at least part time.

Our office answers these needs by providing a receptionist, fax, email, concierge, and guest hosting services. It is conveniently located in the Puerto Morelos town square and is fully equipped, staffed with employees fluent in both English and Spanish, and open 6 days a week. This office allows associations to lower their operating costs, as well as providing owners and guests comprehensive service.

Our office has both Mexico & U.S. Phone/Fax lines, in addition to email, making business communication easy – and less expensive. Our 24 hour emergency maintenance phone line addresses any after-hours maintenance issues. Owners and guests can take advantage of our concierge services by making dinner reservations, chartering tours/trips, and obtaining maps and tourist information.

RENTAL & PROPERTY MANAGEMENT SERVICES

In addition to managing condominium associations, Mayan Riviera Properties also offers full service property & rental management services for condo owners. We can provide owners with the services needed to maintain their property and facilitate rentals.

For more information, please refer to our “Owner’s Packet” found on our website in the ‘Management’ section.