

## Our Professional Services

BRIDEN Management specializes in single-family residential Homeowner's Association management. Services that can be provided include: assessment and fee collections, complete accounting and budget services, monthly statements, property inspections, repairs and maintenance contracting and supervision, board meeting attendance, and other related services. BRIDEN offers good

old-fashioned individual attention and service, with frequent on-site visits.



For more information contact:

### BRIDEN Management

768 West Hills Drive

South Lyon, Michigan 48178

Phone: 248-921-3909

Fax: 248-446-0624

E-mail: [BRIDENmanagement@aol.com](mailto:BRIDENmanagement@aol.com)

**BRIDEN Management**  
Dennis Nagy  
768 West Hills Drive,  
South Lyon, Michigan 48178

## BRIDEN MANAGEMENT

### Homeowner Association Management Services

*Personal Service for your  
Personal Property*



Tel: 248 921 3909

## Homeowner Association Management Services

Briden Management Specializes in residential home community management. Whether your community is large or small with little or vast amounts of community property and amenities, we can tailor suit a program to best suit your needs based on these core principles:

1. **Property Enhancement**— We help to maintain and or improve your communities marketable value, thereby protecting or improving homeowners financial investment.



2. **Business Concept**- Associations need to be managed like a true business, utilizing good sound judgments and prudent choices, which makes for effective utilization of homeowners dues and keeps costs down.

3. **Personal Service**—Briden will manage your association at the highest professional level maximizing all the communities assets with personal attention on a daily basis. Proven problem solving techniques, responsiveness and professionalism get the job done fast.

## Our Services

### Association Board Assistance

- Attend board meetings
- Provide skilled advice and counsel
- Meeting notifications and proxy forms
- Assist in the election of board officers
- Assist in handling problems or litigation

### Assessments & Fee Collections

- Accurate, computerized record keeping
- Monthly updates on dues collections
- Provide payment coupons
- Year in review association letter
- Quick action should delinquencies occur
- Buffer for Board members when firmness is required

### Accounting & Budget Services

- Monthly balance sheets itemizing all cost to the penny
- Maintain all assessment and fee account records
- Monthly and yearly income, expense and budget statements
- Budget preparation and analysis
- Completion of tax records at year end
- Itemized record of all transactions
- Maintain all files, records and receipts for tax records
- Comply with all IRS requirements
- Maintain and balance bank accounts
- Complete handling of all association payables
- Analyze and maintain reserve accounts

### Additional Services Provided

Lawn Cutting and Fertilization  
Sprinkler Systems Maintenance  
Bed Planting/Maintenance/Improvement  
Pond and Water Control  
Fountain Repair /Install/Removal  
Snow Removal/Salting  
Boardwalk Maintenance  
Insurance Requirements  
Tax Reporting  
Architectural  
Special Projects  
Yearly and Monthly Budgets  
Annual Dues Notice and Collection  
Homeowner Directory  
Handle Delinquent Accounts  
Accept Homeowner Complaints and Disputes  
Accounts Payable  
Seasonal Decorations for Commons Areas

Attention to Detail  
is our Specialty!

BRIDEN MANAGEMENT  
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