

Dear Board of Directors,

Thank you for your interest in Floridian Realty Services' association management services. Floridian Realty Services provides professional management to associations on the Englewood-Cape Haze Peninsula. While many management companies are located in Venice, Port Charlotte, or further, our brand new office building is right here in Englewood giving us quick access to your property and convenience for residents to visit our office.

As a locally owned and operated full service brokerage firm, Floridian Realty Services desires to provide Trusted Real Estate Advice to the Englewood-Cape Haze community. Our associates hold several different classifications of state licensure, are good standing members of industry trade associations, and most of all are your friends & neighbors as residents of the local communities. Floridian Realty Services is the single point of contact to responsive and result oriented association management professionals. We meet and exceed the expectations of the board and membership.

Englewood is unique in that it has small, medium, and large community associations. With a full understanding of the unique responsibilities of community associations, Floridian Realty Services offers an array of products and services to meet your association's specific needs. We provide full service management to associations desiring this approach. We also provide consulting for individual needs. For instance, we will collect and record monthly assessments or coordinate the yearly elections or assist with budget preparation or any other task your association requires professional assistance. Having both full service and consulting allows any size association the ability to work with a licensed manager and keep management costs within their budget.

Our mission is to find resourceful ways to control assessment fees while increasing property values and desirability. We aspire to achieve the highest level of owner satisfaction and comfort creating exceptional communities for homeowners to live in. Only Floridian Realty Services can place a priority on individual attention to Englewood-Cape Haze associations, providing it to each and every association that is managed. Although many community management firms will perform some of the same services, none have the local staff to perform them as thoroughly and conscientiously as Floridian Realty Services. The right people make a difference.

We specialize in putting our Experience, Integrity, and Education to work for your benefit. Let Floridian Realty Services demonstrate why our clients view us as Trusted Advisors. Please contact us to schedule a no cost or obligation appointment to review your association's needs. Please do not hesitate to contact us with any questions or to schedule a consultation. We treat all inquiries with strict confidentiality.

Very Truly Yours,

Raymond M. Eggermont
Broker, Owner, C.A.M.

Financial and Record Management

Invoicing/Collection and Depositing/Recording of association assessment fees.
Collaboration with association attorney on delinquent accounts.
Oversee collection of monies due by owners for utilities sub-metered at each unit.
Orderly disbursement of funds to contractors, vendors, and operational expenses as scheduled.
Preparation of monthly financial reports and bank account reconciliations.
Collaboration with association accountant for year end compiled, reviewed, or audited reports.
Budget analysis, planning, and preparation assistance including revenue, operating expenses, and reserve expenses.
Florida Department of State, Division of Corporations annual report.
Division of Florida Lands Sales, Condominiums, & Mobile Homes annual filings.
Coordinate and facilitate preparation of tax returns.
Solicit competitive quotes for the association's insurance needs and maintain coverage.
Cooperate with title companies, mortgagees, etc. in providing estoppel certificates.
Manage the official records of the association by Florida statute.

Meetings & Elections

Preparation of an agenda for each meeting.
Providing proper statutory meeting notice to members.
Attendance at association's board, member, and committee meetings.
Recording of meeting minutes.
Carry out annual board of directors elections according to Florida statute.
Provide a smooth transition from the developer controlled board to the member board, if applicable.

Daily Operation

Implementation and maintenance of an association website.
Disbursement of newsletters and surveys to the membership.
Timely correspondence and communication with residents.
Property Inspections on a regular basis. Preventative Maintenance.
Landscaping and Pest Control.
Parking, Security, Keying, Signage.
Supervision of personnel and contractors hired by the board.
Competitive contract bidding for board's review.
Oversee scheduled maintenance or contracted projects.
Address compliance and violations of association rules and regulations.
Liaison between real estate professionals, sellers, buyers, and mortgagees.
Closing assistance with title companies and new owners.
Emergency and disaster preparedness.
Legal liaison between board and association counsel.

Other Services

Licensed Real Estate Broker to handle leasing and sale transactions.
Home watch service to assure resident's piece of mind during their absence.
State Certified Building Contractor and Professional Engineer to consult with the board as needed.

Raymond M. Eggermont - Real Estate Broker, C.A.M., Owner

After relocating from New Jersey, Ray Eggermont became connected to the Englewood community early on while attending Lemon Bay High School. He then pursued a Building Construction Management science degree. Ray has been a Rotonda West resident for over ten years. Ray has also owned a condominium since 2004.

Ray has been involved in a full array of real estate services including sales, residential & commercial construction, association management, and leasing. After obtaining his Real Estate Brokers License, Ray established Floridian Realty Services, LLC. The company desires to take a full service approach to real estate offering sales, leasing, and association management. The company now has a brand new office building in East Englewood and looks forward serving the community for many years to come.

- Florida Licensed Community Association Manager (C.A.M.)
- Florida Licensed Real Estate Broker
- Building Construction Management, Edison College
- Graduate of the Realtor® Institute (GRI)
- Certified Property Management Specialist (CPMS)