

Our Mission

- ◆ To Maintain a service related attitude intended to promote the well being encompassing all aspects of our client's property management needs.
- ◆ To actively communicate with clients, tenants, vendors and others when providing management services for their investment properties.
- ◆ To be attentive and courteous at all times.
- ◆ To master and continually excel on the fundamentals and mechanics of property management.
- ◆ To represent each client with their specific needs in mind.



OurGulfCoast Management

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OurGulfCoast Management

*Making the world a better place one
Association at a time...*

Your Residential Property Management Specialist



Tel: 850-932-1600

☰ A Promise of Quality for Mutual Success



We rely on a philosophy of personal attention, a tradition of high ethical standards, and a team of professionals dedicated to serving properties

effectively, economically, and with superb customer care.

OurGulfCoast Management enables the seamless integration of property management solutions with our clients' management needs. We offer expert guidance and direction for your Board of Directors, on site staff, committees, vendors, homeowners, as well as developers and builders.

Our smooth and efficient management of your properties means less worry for you and ensures that property values will be maintained.

What sets our firm apart from the rest in our area is the experience, education, and dedication that our managers hold which ensures the best possible service to our clients. Our certified managers are required to participate in continuing professional education and conform to a strict Code of Ethics.

In addition, our affiliation with Community Association Institute has made contacts and services available to us that would not otherwise be locally available .

Our Services

Community Management

- ◆ Rule Development & Enforcement
- ◆ Board/Annual Meeting Attendance
- ◆ Special Meeting Attendance
- ◆ Records and File Maintenance
- ◆ General Correspondence
- ◆ Maintain Owner/Tenant Roster
- ◆ Monthly Status Report
- ◆ Legal Liaison
- ◆ Board Member & Volunteer Training
- ◆ Community Newsletters
- ◆ Minutes Books



Financial Management

- ◆ Book of Resolutions
- ◆ Budget Preparation
- ◆ Collecting Assessments
- ◆ Financial Statements
- ◆ Late Notices
- ◆ Bill Payment
- ◆ Accounting for Employee Payroll
- ◆ Payroll Tax Return Preparation
- ◆ Assist Tax Return Preparation
- ◆ Reserve Studies
- ◆ Monthly Financial Statements



Facilities Management

- ◆ Oversee Maintenance
- ◆ Process Work Orders
- ◆ Insurance
- ◆ Supervise Contractors
- ◆ Property Inspections
- ◆ 24 Hour Emergency Service
- ◆ Site Visits
- ◆ Requests for Proposals
- ◆ Contracts



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