

Who is Gallimore Management Associates?

Gallimore Management Associates, Inc. is a full service association management company owned and operated by Wendy Gallimore. With over fifteen years experience managing community associations, Wendy brings a wealth of knowledge to the day to day operation of each association. Wendy has managed many new associations for such builders as Shugart Enterprises and Cambridge/Isenhour Homes.

Gallimore Management has carefully developed procedures for enforcement of restrictive covenants and a highly reliable system for the collection of dues and assessments.

Gallimore Management Associates specializes in start-up associations. We take a hands-on approach. Education of the homeowners is vital in the successful transfer of association control to any newly elected Board of Directors. Gallimore Management will be there every step of the way.



*Call Gallimore Management
Associates today for all your
association management needs.*

*Wendy Gallimore,
Broker/President*

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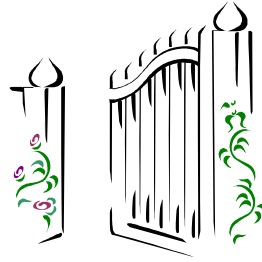
*Gallimore
Management
Associates, Inc.*



*Professional Management
Competitive Rates*

What will Gallimore Management Associates do for my association?

- ◆ Collect owners' assessments. Monthly assessments are not invoiced to keep management fees as low as possible. Past due notices are sent on all accounts that are at least 30 days delinquent. Late fees are charged to all delinquent accounts. If necessary an attorney is hired to file liens or judgments on any account delinquent 90 days.
- ◆ Pay all invoices for services and contracts.
- ◆ Provide monthly financial statements to the board of directors and annual financial statements to the homeowners.
- ◆ Maintain all necessary information for the annual tax return to be completed by a C.P.A.
- ◆ Assist the board in the preparation of the annual budget.
- ◆ Monthly on-site inspections including maintenance inspections of common areas and for enforcement of the Restrictive Covenants.
- ◆ Secure personnel to perform all maintenance and repairs to the property, subject to board approval. Supervise all work performed.
- ◆ Attend board meetings and annual meetings as requested by the board of directors.



Communication is Key to a Successful Neighborhood

We believe the most important aspects of a successful community association are communication and involvement. Gallimore Management works very closely with the board of directors to make sure the association is operating smoothly.

Welcome letters and Owner Information Forms are mailed to all new residents of each association. This allows us the opportunity to welcome each new resident and obtain important information for the association including telephone numbers and emergency contacts.

We take an active role in getting to know the neighbors and making sure everyone is aware of the restrictive covenants that are in place to protect their investment.

Communication Tools used by Gallimore Management Associates

- ✍ “Manager’s Communication” newsletter
- ✍ “New Owners’ Information” form
- ✍ “Request for Architectural Approval” form
- ✍ Directed Correspondence
- ✍ Email

