

Association Management

ROOT REALTY<sup>I</sup><sub>N</sub><sup>C.</sup>

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SINCE 1983

## About Us

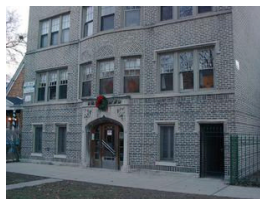
Property Manager: Root Realty, Inc.  
1710 W. Belmont  
Chicago, IL 60657

Telephone: (773) 348-8080

Facsimile: (773) 348-0219

Since 1983 Root Realty has operated as a boutique investment real estate services firm providing specialized service and senior level attention through each phase of the project or sales transaction. We represent clients who are looking for a trusted advisor, ranging from individual investors and partnerships to trusts and financial institutions.

Root Realty, Inc. has been in business for over twenty five years and employs full time property managers and administrative personnel. Root Realty, Inc. also works with a team of full time contractors.



## Association Services

Assessment Collection	Root Realty, Inc. shall monitor collection of assessments and other charges due from owners or from others for services provided in connection with the property. Payments can be mailed or paid online.
Annual Budget	Root Realty, Inc. will work with the Association Board to review or prepare an acceptable budget incorporating operating expenses, capital expenditure, and marketing budgets.
Book of Accounts & Reporting	Root Realty, Inc. will use Mark Cantey Associates to collect assessments, prepare checks, and perform monthly and annual accounting.
Board Relations & Rule Enforcement	Board members will call our office to report issues at the property. All calls are entered into our call log. Property Manager will attend four association meetings per year.
Vendor Management	Root Realty, Inc. may enter into or renew any contract for cleaning, maintaining, repairing or servicing the property. Root Realty, Inc. shall pay all expenses of the operation, maintenance, and repair of the property directly from the operating account.
24 Hr. Emergency Call Service	After hours our 24 hour emergency line is available. All calls are entered into our call log.
Asset Preservation Inspection	In addition to a weekly maintenance visit, a Property Manager will visit the property to look for maintenance, security, and safety issues.
Maintenance Resolution	All maintenance issues will be resolved promptly up to a pre determined expenditure limit per action. Any expenditure above this limit and not in the budget shall require approval by ownership. Emergency issues will be resolved as soon as possible , regardless of the expenditure.
Property Manager Engagements	We are available for building court appearances, insurance inspections, court required inspections, city building inspections, and utility service appointments.
Capital Improvement Bid Services	We will coordinate with contractors to obtain bids for extraordinary maintenance. Examples include, but are not limited to: roof replacement, insurance claims, tenant improvement or repair projects.