

Bumgardner Association Management

Preliminary Proposal Questionnaire

Name of Association _____

Association Address _____

Contact Person: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Cell: _____ E-mail: _____

Property Description

Number of Units: _____ Condominium Project? _____ Planned Unit Development? _____

Is your Association Currently Managed by a Management Company? _____

Dues Payment Schedule _____ **Annual** _____ **Semi Annual** _____ **Monthly** _____ **Quarterly**

Dues Amount Per Payment _____ Number of Delinquencies _____ Number of Violations _____

Type of Management Required _____ Full Service _____ Financials Only

Common Area

Amenities _____ Pool _____ Clubhouse _____ Sauna _____ Sport Court _____ Other: _____

Board/Membership Activity

of Board Members: _____ # of Committees: _____ Average Committee Size: _____

Board meetings held: _____ **monthly** _____ **quarterly** _____ **other** _____

Location: _____ Time: **from** _____ **to** _____

Annual meetings held during the moth of: _____

Location: _____ Time: _____ Estimated Attendance: _____

Legal

Association attorney: _____

Is the Association Involved in any litigation? _____ Yes _____ No

Miscellaneous

What are your reasons for bidding management? _____

How did you hear about Bumgardner Association Management? _____

Referred By: _____

Please mail to Mickey Bumgardner @ P.O. Box 102, Belmont, NC 28012
Or Fax (704) 829-7499 - Phone (704) 704-829-7878