

ACCESS

PROPERTY MANAGEMENT

PENNSYLVANIA

3477 Corporate Parkway
Suite 111-112
Center Valley, PA 18034
T 610.791.1600

NEW JERSEY

4 Walter E. Foran Boulevard, Suite 311
Flemington, New Jersey 08822
T 908.237.9900
F 908.237.1826



COMMERCIAL MANAGEMENT SERVICES



Access Property Management
3477 Corporate Parkway
Center Valley, PA 18034
accesspm.com

Ami Ruland
Regional Manager
484 224 3463
aruland@accesspm.com



www.accesspm.com



Founded in 1989 by Wayde F. Scheffer, Access Property Management (APM) offers high quality and knowledgeable property management services throughout Eastern Pennsylvania and New Jersey.

APM's executive leadership and 25-year corporate history in commercial and residential property management allows us to deliver financial expertise, customer service, organization, and affordability that sets us apart from other property management firms.

A. APM MANAGEMENT

Our management services include direct communication, strong accounting procedures, and experienced, resourceful personnel to ensure that your investment delivers the best return possible.

- Frequent communication with owner(s) and other consultants (e.g., attorneys, accountants)
- Preparation of budgets
- Management of landlord/tenant relations
- Conduct frequent physical inspections
- Coordinate and supervise maintenance activities, repairs, and improvements
- Maintain an emergency answering service, 24 hours a day, 7 days a week
- Enforce building rules and regulations
- Provide recommendations for common area/physical improvements
- Negotiate contracts; supervise independent contractors and on-site employees



B. APM FINANCIAL MANAGEMENT

Our accounting department has invested in technology, software, and talented employees to build a solid reputation for delivering timely and accurate reports to our commercial clients.

Each month APM delivers a complete report package to each owner. The financials are completed by the 20th day of each month, representing the preceding month's transactions. Copies can be provided in electronic form, hard copy, or both.

Financials Include:

- Monthly and year-to-date operating statements
- Monthly cash flow analysis
- Monthly bank reconciliation
- Monthly budget to actual variance analysis
- Monthly general ledger trial balance
- Year-to-date general ledger trial balance
- Monthly general ledger account analysis
- Monthly cash disbursement analysis
- Aged accounts receivable summary
- Monthly receivables activity analysis

OPTIONAL FINANCIAL SERVICES

- Collect and record rents and implement assertive collection procedures
- Manage accounts receivable/accounts payable
- Submit billings for common area charges, taxes, insurance, etc.
- Provide detailed reports, including tenant profiles, property ledgers, and sales and leasing reports
- Secure bids for insurance or other financial services or expenses as needed
- Prepare the required 1099s for year-end accounting
- File all personal property reports
- Prepare common area, and property tax proration charges, if needed
- Review critical data file and invoice tenants, as applicable, for cost of living increases, Consumer Price Index (CPI) increases, common area maintenance (CAM) charges, property taxes, insurance, and fixed incremental rent increases

BUSINESS INSURANCE

PROPERTY INSURANCE

PRODUCT LIABILITY INSURANCE

PROFESSIONAL LIABILITY INSURANCE

COMMERCIAL AUTO INSURANCE

WORKERS' COMPENSATION INSURANCE

CASUALTY INSURANCE

HEALTH INSURANCE

BUSINESS INTERRUPTION INSURANCE



**Wayde Scheffer, President and Chief Executive Officer**

Prior to launching Access Property Management in 1989, Wayde was a vice president with United National Bank and served as president of the board of his 418-unit condominium association. While there, Wayde and his board began to search for a property management team that could customize a plan to meet the needs and budget of his association. After an exhaustive search without success, he founded Access Property Management to fill the void.

Today, Wayde is the CEO and president of APM. He received his master's in business administration from Lehigh University and continues to participate in property management educational training programs through the Community Associations Institute (CAI). His commitment to continued education has led him to be recognized with several CAI designations, including Certified Manager of Community Associations (CMCA), Association Management Specialist (AMS), and Professional Community Association Manager (PCAM).

Wayde is also a former member of the Supreme Court for the State of New Jersey Ethics Committee and is a former trustee of the Dombal Vogel Foundation, a charitable grant corporation benefiting underprivileged children.

**Scott Dalley, Senior Vice President and Chief Operating Officer**

Scott joined Access Property Management in 1996 as an on-site property manager. He later managed multiple sites before being promoted to vice president in 2000 and was named senior vice president in July 2001. Today, he works closely with the regional vice presidents and our property managers to direct the day-to-day operations of APM including contract negotiations, budget development and RFP response.

A passionate leader, Scott holds several Community Association Institute (CAI) designations, including Certified Manager of Community Associations (CMCA), Association Management Specialist (AMS), and Professional Community Association Manager (PCAM). Scott maintains involvement in several professional organizations. Currently he serves as an active member of the New Jersey CAI. He has his Certified Property Manager (CPM) designation and is also past President of the New Jersey Chapter No. 1 of the Institute of Real Estate Management (IREM). He was named CPM of the year in 2008. He is also an officer of The Families in Crisis Foundation, a non-profit organization dedicated to assisting families affected by extraordinary circumstances.



Andrea Dedrick, Vice President and Chief Financial Officer

With a strong knowledge of both cash and accrual accounting systems, Andrea leads the accounting and reporting for APM properties, as well as the company's internal finances. She has experience in all aspects of financial forecasting, resource allocation, accounting and control.

Previously Andrea worked with the public accounting firm of Amper, Politziner & Mattia in Bridgewater, New Jersey. Her experience working with clients as both an auditor and business advisor has given her extensive knowledge of financial reporting and administration.

She holds memberships in the American Institute of Certified Public Accountants (AICPA) and the New Jersey Society of Certified Public Accountants (NJSCPA). An active participant in her community, she serves as secretary of the United Jewish Federation of Princeton Mercer Bucks.

Andrea received her bachelor's degree in business administration in accounting from Boston University.



Ami Ruland, Regional Manager

Located in our Center Valley, Pennsylvania office, Ami is APM's regional manager for Eastern Pennsylvania. Prior to APM, Ami managed commercial space including Class A buildings for a prominent Pennsylvania developer. Her expertise in the real estate business includes HOA/condo association, apartment, commercial, and self-storage management. She

received her Association Residential Manager (ARM) accreditation from the Institute of Real Estate Management (IREM), is pursuing the Certified Property Manager (CPM) accreditation and is a licensed real estate agent.

An active community member, she is a volunteer for the Lehigh Valley Association of Realtors Food Pantry.