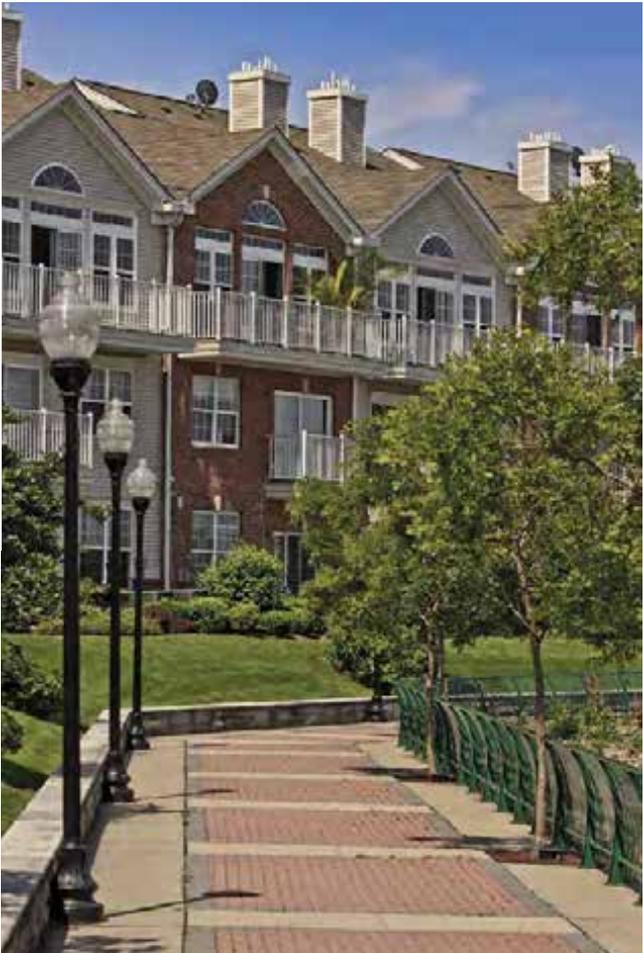
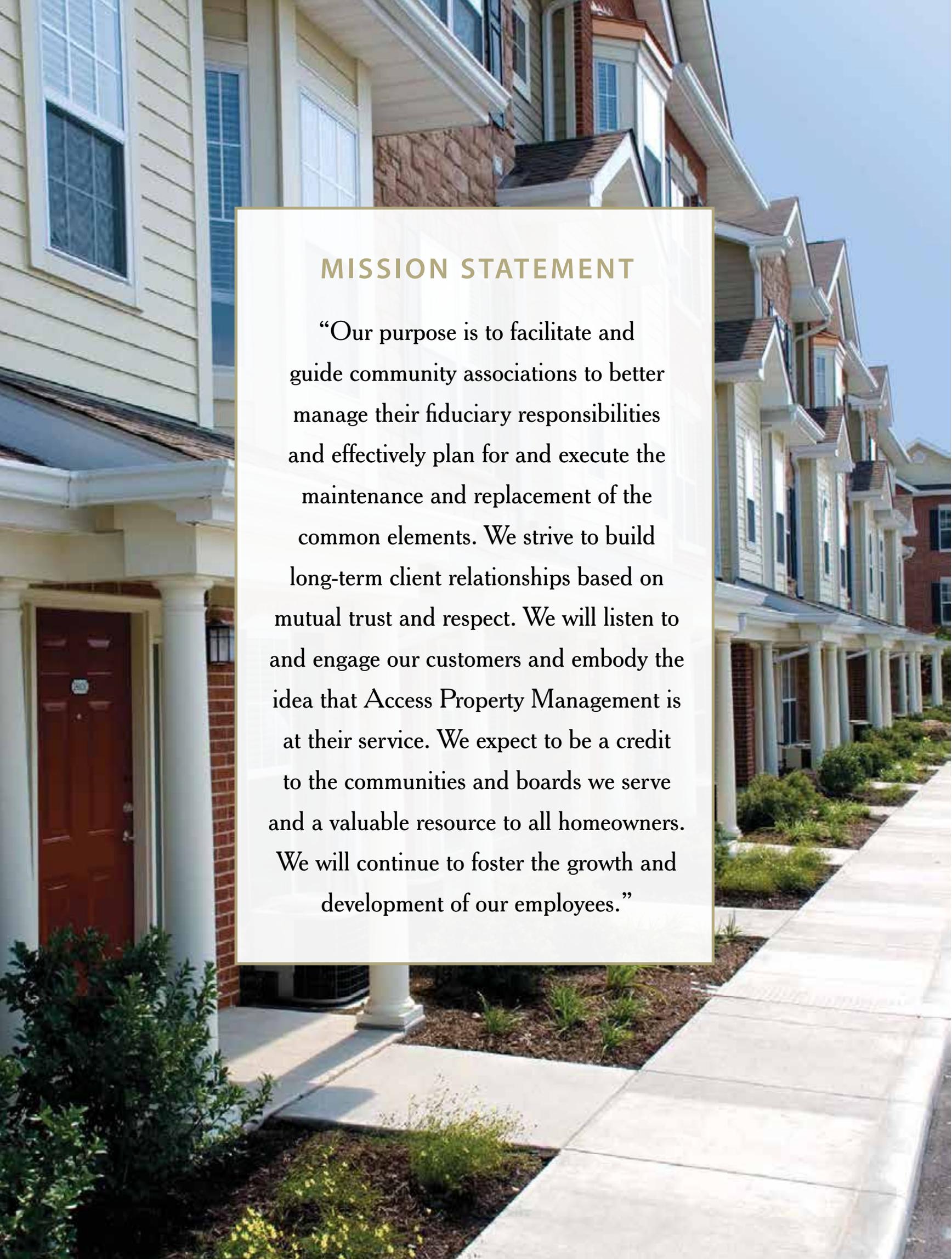


ACCESS

PROPERTY MANAGEMENT



*Innovative People.
Creative Solutions.*



MISSION STATEMENT

“Our purpose is to facilitate and guide community associations to better manage their fiduciary responsibilities and effectively plan for and execute the maintenance and replacement of the common elements. We strive to build long-term client relationships based on mutual trust and respect. We will listen to and engage our customers and embody the idea that Access Property Management is at their service. We expect to be a credit to the communities and boards we serve and a valuable resource to all homeowners. We will continue to foster the growth and development of our employees.”

Founded in 1989 by Wayde F. Scheffer, Access Property Management (APM) offers high quality and knowledgeable property management services to common interest communities throughout New Jersey and Eastern Pennsylvania. APM embraces the philosophy that each board and every community has its own personality and specific needs, and as such, prides itself on delivering a personalized experience to each community.

With over 30 years of experience, Access Property Management has built long-term relationships with clients and business partners to provide exceptional service to our boards and homeowners. Our dedication to a thoughtful and efficient approach to community association management leads us to utilize advanced technology to maintain detailed financial reports and accurate operational records. APM also encourages excellence in its employees. Our talented staff attends professional development and educational seminars so that they are equipped to deliver best practices to our boards. We are very proud of our long-term employees and the depth of experience they will bring to your community. Our managers and corporate officers are available 24-hours a day, seven days a week, for emergencies.

Access Property Management is an Accredited Association Management Company (AAMC) recognized by the Community Associations Institute (CAI) as one of an elite group of management companies whose foundation is based on experience, professionalism and continuing education. Only 250 management companies nationwide have earned this coveted designation. In addition, we are also an Accredited Management Organization (AMO[®]), recognized by the Institute of Real Estate Management (IREM) for our integrity, superior service, experience and expertise. Currently, APM manages over 34,000 homes in over 240 community associations ranging from 25 to well over 2,600 units.

Let us show you what a positive difference we can make for your community and association.

APM EXECUTIVE TEAM



Wayde Scheffer, CMCA, AMS, PCAM
President & 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 CAI. His commitment to continued education has led him to be recognized with several CAI designations, including CMCA, AMS, and PCAM. Wayde is also a former member of the Supreme Court for the State of New Jersey Ethics Committee and a former trustee of the Dombal Vogel Foundation, a charitable grant corporation benefiting underprivileged children.

Scott Dalley, CPM, CMCA, AMS, PCAM

Executive Vice President & 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 executive vice president in July 2015. Today, he works closely with the regional vice presidents and 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 CMCA, AMS, and PCAM. Scott maintains involvement in several professional organizations. Currently he serves as an active member of the New Jersey CAI. He has his CPM designation and is also past President of the New Jersey Chapter No. 1 of 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, CPA

Executive Vice President & 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 AICPA and NJSCPA. An active participant in her community, she serves as treasurer of the Jewish Family and Children's Service. Andrea received her bachelor's degree in business administration in accounting from Boston University.

Louise Krinsky, CMCA, AMS

Senior Vice President & Market Director

Louise joined Access Property Management in 2002 as a property manager. In 2004, she was promoted to portfolio manager for ten communities. Five years later Louise was named manager of the Central New Jersey office. Today, she serves as senior vice president, overseeing three offices and is working to grow the business in southern New Jersey and southeastern Pennsylvania. Among her previous positions, she served as a vice president in the real estate workout division of Chemical Bank. She also managed site development approvals at Toll Brothers as construction project manager. She holds the CMCA and AMS designations from CAI. She received her bachelor's degree in accounting from Syracuse University.





Tracy Blair, CMCA, AMS, PCAM

Vice President

Tracy began working with Access Property Management in 2002 as an on-site manager for a large Flemington community. She moved to the Flemington office in 2004 as a portfolio manager for seven Hunterdon County communities. In May 2007, Tracy was promoted to regional vice president for Northwest New Jersey. Today she leads the Lehigh Valley office serving Eastern Pennsylvania as Vice President and Regional Manager. Tracy received her bachelor’s degree in public relations from Marietta College in Ohio. She holds a CMCA, AMS, and PCAM designations from the CAI.

Selden (Sandy) Dickinson, CMCA, AMS

Vice President

Selden (Sandy) Dickinson joined APM in 2014 and leads our Northern New Jersey office. His 30 years of property management and realty experience include serving as director of management operations for a regional property management firm and as an account executive with a prominent realty group. He holds the CMCA and AMS designations from the CAI and is a licensed broker in New York State. Sandy received his bachelor’s degree from Tulane University. He is an active member of the nonprofit theatrical company Blue Hill Troupe, Ltd., in New York City.



Suzanne Kulliver

Vice President

Suzanne is responsible for the operation of our Horsham and Mt. Laurel offices. With over 30 years of property management experience, she has held positions ranging from regional manager to handling over two million square feet of commercial properties. She is a driving force, mentoring and educating her team. She is also responsible for new business development. She holds an active role at the American Association for Cancer Research, where she has been an ambassador for major fundraising events. She is a past president of her local Hadassah chapter. She also spends time fundraising for the Juvenile Diabetes Research Foundation. Suzanne holds a bachelor’s degree from the University of Pennsylvania.

Patricia A. Mullen-Smith, CMCA, AMS

Vice President

Patricia has over 35 years of experience in operations, finance, and business development in the property management industry. Her increasing levels of responsibility with another community association management firm reflects her success in operational performance and client satisfaction. Patricia has created educational programs for staff and Board members, developed mentoring programs for new employees, led a successful financial service department, and enhanced budgeting process for many associations. Dedicated and well-informed, she holds the CMCA and AMS designations from CAI. Patricia received her bachelor’s degree in accounting from West Chester University.



Barbara Smith

Vice President of Information Technology

Barbara is responsible for the strategic planning and delivery of the Information Technology platforms for APM. She oversees systems integrations, implementations and corporate security for the company. She brings over 20 years of experience in the IT industry, previously working for a Fortune 100 company. She also holds several designations including the ITIL certification for IT Service Management. Barbara received her master’s degree in business administration from Syracuse University. She has served for over 15 years on her homeowners association board of directors.



“We strive to build long-term client relationships based on mutual trust and respect.”

- Customer Service
- Insurance Administration
- Communication
- Vendor Management
- Rules Enforcement

Customer Service: We are committed to providing exceptional service to the Board and homeowners.

- Respond promptly to all requests for service and emergencies.
- Maintain a 24-hour, 7-day answering service for emergencies and Board Members have cell phone numbers for their community managers for immediate access should an emergency occur.
- Respond to emails and phone calls within one business day.
- Ensure work orders are reviewed and responded to in a timely manner.

Insurance Administration: Our experienced insurance department supports your Board’s ongoing insurance requirements.

- Review insurance coverage and seek competitive proposals, upon request. Recommend appropriate alternatives to the board.
- Submit all premiums for payment so that coverage is maintained.

Communication: Keeping our Board and homeowners informed is a key component to our success.

- APM Alert: Homeowners are invited to enroll in our automated messaging system that notifies members of any ongoing projects, closures, election dates, and other pertinent information. Messages can be sent to cell phones and other mobile devices.
- A community website provides an easy way for members to stay connected and receive important information. We can create and manage your website.

Vendor Management: Listening to what our board members need and engaging vendors to go above and beyond.

- Develop the scope of work for routine maintenance projects and ensure that the Request for Proposal (RFP) accurately represents scope of work.
- Facilitate communication between the contractors and personnel necessary to maintain your community.
- Follow up with vendors to ensure contract terms and vendor obligations are fulfilled prior to payment.
- Obtain vendor insurance certificates and licensing information, as required prior to the commencement of any work.



Rules Enforcement: One of the key components to a successful community is enforcement of rules and architectural guidelines. These protect the aesthetic value of the community and thereby increase property values.

- Complete property inspections and provide reports to the Board.
- Follow up and advise Boards on violation status.



“Our purpose is to facilitate and guide community associations to better manage their fiduciary responsibilities and effectively plan for and execute the maintenance and replacement of the common elements.”

- In-house Accrual Accounting & Financial Services
- Financing

APM’s accounting department has invested in technology, software and talented employees to build a solid reputation for delivering timely and accurate reports to our members.

Accounting & Financial Services: We aspire to ensure all Board members are given the appropriate tools to make intelligent decisions on behalf of their association.

- Produce financial statements in our local offices by employees who are knowledgeable.
- Deliver a complete financial package to each board member by the 20th of each month.
- Assist in the preparation of the annual budget and execute Board approved investment strategies.
- Bill monthly association fees through coupon books or statements.
- Utilize a local bank lockbox system.
- Manage delinquent accounts from late notices to attorney involvement.
- Assist the Board in acquiring and maintaining an up-to-date reserve schedule.
- Provide electronic payment options.

Financing: In our 25-year history, we have built relationships with several banks specializing in association financing.

- Invite banking experts to identify financing options for capital reserve projects.

“We will listen to and engage our customers and embody the idea that APM is at their service.”

- We offer professionally designed, user-friendly websites that enhance communication with homeowners. This includes service improvements, construction alerts, and emergency notifications. Additionally, a website can help to showcase your association to potential owners.
- We use industry-specific software that allows us to manage everything for your community, from association financials to compliance and much more.
- Our fully customizable portals allow real time access to information for our homeowners and Board members.





Board Member Training

“We will continue to foster growth and development ...”

In 2011, we launched APM University, a lecture series conceived for Board and committee members. We have hosted over 500 attendees to learn more about association operations. APM team members continually pursue a variety of certifications from CAI and IREM. We believe in the importance of sharing our field expertise with our Boards. The programs are usually held in the spring and the fall throughout New Jersey and Pennsylvania. Guest speakers include experts in the areas of law, insurance, landscaping, engineering and irrigation maintenance.

Topics include:

- Understanding Financials
- Creating Effective Rules, Regulations & Resolutions
- Successful Annual Meetings
- Capital Reserve Planning

Transition from Developer to Association

“...we expect to be a credit to the communities and boards we serve and a valuable resource to all homeowners.”

APM has extensive experience in guiding associations through the all-important process of transition from the developer to the association.

- Provide access to attorneys, auditors and engineers who are adept and well versed in the sometimes complex process.

At every step of the transition process, APM collaborates with selected professionals and your Board to keep the process moving forward.

Resale Department

APM has their own in-house Resale Department and staff.

- Deliver accurate and timely resale packages to owners, realtors and title companies.
- Set up new owner accounts and deposit checks received from title companies as soon as information is provided



CORPORATE OFFICE

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Pennsylvania Offices

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