



# Willoway Condominium Association

801 West Long Lake, Bloomfield, MI 48302—willowaycondo.com

## AMI Management Company

Willoway Condominium Association is professionally managed by Association Management, Inc. (AMI). Our Community Manager is Jim Dafoe.

Jim and the AMI staff work closely with the Board of Directors to make Board assist and supported the Board in its role as representatives of every Willoway Co-owner and Resident.

AMI assists with:

- ◆ Securing bids on projects from proper vendors
- ◆ Monitoring contracts and assuring all work is satisfactorily completed
- ◆ Pays monthly invoices on behalf of the Association
- ◆ Assists with preparing and monitoring a proper budget
- ◆ Monitoring and collecting HOA fees
- ◆ Receiving, organizing/prioritizing work orders to assure completion in a timely and cost efficient manner
- ◆ Handles all requests for condo certs, closing documents and sale /purchase questions
- ◆ Coordinates communication with Co-owners
- ◆ Assists the Board in planning for everyday projects, routine maintenance and long-range projects while maintaining a healthy financial status.

### **Willoway Condominium Association**

**Jim Dafoe, Community Manager, AMI Management**

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