



## PSG Also Provides:

Direction for the maintenance of Association common area

Assistance in preparing bid requests for common area and exterior maintenance

All contractors are covered by at least \$300,000 general liability insurance.



**Property Services Group**  
P.O.Box 986  
Plainfield, IN 46168

Phone: (317) 837-9860  
Fax: (317) 837-8886

Or visit us online:  
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# PROPERTY SERVICES GROUP

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**PROPERTY SERVICES GROUP** is a full-service company for communities.

Our company can provide management services, maintenance services, or both, depending on each Homeowner Association's needs.

**"Service is our middle name."**



## WE ARE PROPERTY SERVICES GROUP.

Our company offers complete community management and quality exterior maintenance services. Larry Edwards and Susan Keene own this small, service-oriented company.

These owners have been in the management and maintenance business since 1987, and they are committed to providing personalized service.

Located in Plainfield, IN, Property Services Group now provides management and maintenance to communities in western Marion and Hendricks counties.

Larry and Susan would appreciate an opportunity to customize a plan to fit the needs of your community, large or small, new or old.



**"Service is our middle name."** Our mission has remained the same for over 20 years: To provide excellent personal service at a fair price. We invite you to browse our site and call us with your ideas."

-Larry Edwards, Owner

### OUR MANAGEMENT SERVICES:

- Acting as resident Agent for the Association in the state of Indiana
- Attending regular monthly and/or quarterly meeting Board meetings
- Arranging and attending special and Annual Association meetings
  - Handling daily correspondence
  - Preparing monthly financial statements
  - Making all disbursements for the Association
- Implementing regular assessments into the Association account
- Maintaining records of pertinent information of each Association member
  - Providing collection work relating to delinquent accounts
  - Maintaining policies on contracted insurance

### OUR MAINTENANCE SERVICES:

- **All Exterior Repairs**
  - Siding
  - Roofing
  - Painting
  - General Carpentry
- **Landscaping**
  - Shrub Trimming
  - Shrub Removal
  - Small Tree Trimming
- **Other Exterior Work:**
  - Window Installation
  - Entry Door Installation
  - Outdoor Lighting