

## Frequently Asked Questions

### What does my homes association need help with?

Every homes association is unique. MAK Management, LLC performs an assessment of needs for each of our prospective clients. This way, your homes association isn't paying for services they don't need!

### Does my association need a management partner?

Having help with clerical tasks, dues collection and vendor management allows Board members to focus on making decisions that are in the best interest of your association.

### How much do management services cost?

The size of your association and the services needed are major factors in the cost of your management program. At MAK Management, LLC, we work to make our services fit your current budget through strategic vendor partnerships and improved dues collection.

## About Us



MAK Management, LLC is owned and operated by Megan Klemanski in Olathe, KS.

(913) 752-7266

[www.makmanagementllc.com](http://www.makmanagementllc.com)

Founded in 2013, MAK Management, LLC provides homes association management services through a localized, service-oriented approach. Our family-owned structure allows us to provide unmatched, personal service tailored to fit the needs of your homes association.

Homes Association  
Management

by

MAK  
Management,  
LLC

(913) 752-7266

"Unique management services that are uncommonly close to the community."



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Why choose MAK Management, LLC as your homes association management partner?

## Our Services

Important questions to consider when choosing a homes association management partner

### Our Service

We design a management plan specific to your association's unique needs. Our family owned structure allows us to be flexible. We pride ourselves on being available when you need us.

### Our Community Involvement

We are a member of the City of Leewood Sustainability Advisory Board (SAB) Volunteer Emerald Ash Borer Tree Subcommittee. Staying involved in the communities that we serve helps us keep residents of your homes association informed about important issues.

### Our Experience

We've managed and completed a broad array of special projects for our clients. These projects include:

- Perimeter fence repair and replacement
- Monument design and installation
- Mailbox replacement
- Reserve studies
- Accounting audits

### General Supervision

- Supervise all contractors and projects
- Perform regular reviews of property for common area maintenance needs and restriction violations
- Document preparation and distribution
- Organize board meetings and annual meeting
- Take calls, requests, complaints and questions from residents, vendors, city officials, realtors and title companies

### Budget and Financial Services

- Prepare budgets
- Dues collection
- Bid all work
- Insurance placement and claims assistance
- Record keeping

### Neighborhood Events

- Source equipment rentals, catering, etc.
- Make reservations for appropriate venues such as parks, pools, or green space
- Organize volunteers and/or staff
- Coordinate with local municipalities (block party permits, fire truck visit, street closures)

**Every homes association is unique. Our goal is to provide a program that is tailored to your homes association's specific needs.**

### Who will be my property manager?

At MAK Management, LLC, it's Megan! At larger property management companies, your account may shift from person to person.

### Do you charge additional fees for project oversight or document development?

MAK Management, LLC does not. Other property management companies charge additional fees for these services.

### Can you help with our homes association's social events?

MAK Management, LLC can! You won't find this service with other management companies.

### Do your services include a website where residents can pay dues online?

Part of the value that MAK Management, LLC brings is providing this service for your homes association. Already have a website? We'll keep it updated for you!

