

Housing Cooperative Management

William K. Henley, CPM directs the management of non-profit housing cooperatives for The Columbia Group, LLC. Since 1975 Mr. Henley has been involved in the successful management of cooperative housing. At that time, he lived at Kenilworth Manor, Inc., a Section 236 non-profit cooperative in Macon, GA. In November 1975 he took the position of Site Manager. He still serves that community as Agent.

ACCOUNTING

The Columbia Group uses the most recent version of ACCPAC accounting software. This system interfaces with the on-site accounts receivable (CAMS) programs to ensure complete integrity between carrying charge collections and accounting. Your financial auditor is provided with all of the records and accounts in a timely manner to insure a smooth audit process.

HUD REPORTING

The Columbia Group has a centralized Occupancy department for properties under 50 units. For properties 50 units and over, The Columbia Group provides in-depth training to the on-site staff. The Columbia Group uses the very latest occupancy reporting, including TRACS for compliance reporting.

SALES AND MARKETING

The marketing plan is tailored to your property. Techniques for attracting qualified prospects and showing them “move-in” ready units are standards within the company. Staff professionalism and proper applicant screening insure that only qualified applicants move-in.

TRAINED AND PROFESSIONAL STAFF

The Columbia Group consistently sets high standards for their employees. Hiring and training of employees is taken very seriously. All applicants are screened for criminal background, tested for drug use and screened for credit. High moral character and necessary skills and abilities are required. Training and professional growth are parts of each employees annual objectives. All personnel are eligible for health insurance and 401(k) benefit plans.

MAINTENANCE

The maintenance of the buildings and units are critical to the successful management of the property. Periodic, detailed inspections of all buildings and units are conducted with goals of maintaining compliance with HUD standards, insuring decent, safe and sanitary housing, preservation of the building assets and an efficient operation of the community.

FINANCIAL PLANNING

The Columbia Group provides the Board of Directors with a financial plan that achieves all of the physical and financial goals of both the Board and HUD. Proper funding of reserves and purchasing techniques that insure quality products at the best discounts are key to successful management. Owners are provided accounting reports that are easy to read and understand. Special formats are devised to track completion of specific projects. Budgets are prepared in consultation with the Board of Directors.

COMMUNICATION WITH BOARD MEMBERS

The Managing Agent attends each monthly Board Meeting. A narrative report is prepared that covers Occupancy, Administrative, Maintenance and Financial issues. Detailed monthly financial reports are reviewed. As your Agent, you have a full-time consultant, available to advise on the many legal, political, educational and policy issues that come before your Board.