

LEE & ASSOCIATES - ATLANTA

# PROPERTY MANAGEMENT



**LINDSAY MERRITT**

*Director of Property Management*

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# PROPERTY MANAGEMENT



## OUR SERVICES

### LEASE ADMINISTRATION

- Insurance Coverages
- Usage Restrictions
- Maintenance of Lease Premises
- Critical Date Tracking
- Lease Clause Enforcement
- Maintain Tenant Lease Files
- Prepare Tenant Lease Abstracts

### PROPERTY MAINTENANCE & SERVICES

- Preventative Maintenance
- Physical Inspections
- Energy Management
- Capital Project Coordination
- Vendor Administration & Management

### ACCOUNTING & FINANCE

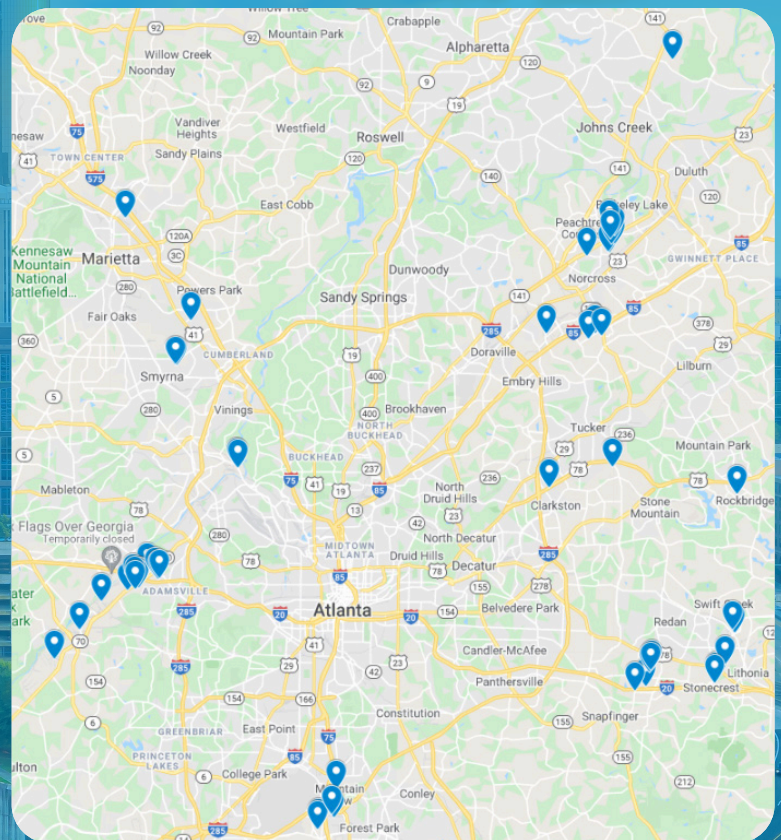
- Financial Reporting Packages
- Cash Receipts - Rent Collection
- Accounts Payable
- Cash Management
- Budgeting / Forecasting

### TENANT RETENTION & TECHNOLOGICAL SERVICES

- Manage Tenant Requests
- Consistent and Professional Communication
- Accounting & Lease Administration Systems
- Paperless Invoicing
- Owner Access to Key Performance Indicators

## ABOUT US

At Lee & Associates Atlanta, it is our mission to provide owners, investors and tenants with the most comprehensive management services. We deliver a management plan that maximizes the property's unique features and investment objectives. From addressing safety and physical issues to reducing utility consumption, lowering CAM charges and proactively working with tenants - you can rely on Lee & Associates Atlanta's Property Management professionals.





# PROPERTY MANAGEMENT

## VALUE

For building owners, superior service means careful oversight of the asset and timely, accurate reporting while working with a responsive management team.

## FLEXIBILITY

Quickly shifting from complex budgeting to responding to a roof leak, our property managers are able to prioritize tasks and execute on behalf of ownership when problems arise.

## CUSTOMER SERVICE

Property managers don't just oversee bricks and mortar- we strive to exceed ownership and tenant expectations while working with various vendors successfully.

## SOLUTION-ORIENTED

There are many challenges faced by owners in real estate. Some of the most common challenges we successfully work through are:

- Timely and Accurate Reporting
- Tenant Relations and Retention
- Vendor and Project Management
- Proactive Preventive Maintenance

## MAINTENANCE

Lee & Associates' Property Management offers an extensive array of maintenance and construction services.

- Electrical | Lighting
- Janitorial
- Plumbing
- Lock Changes
- Parking Lot Maintenance
- Exterior Building Inspections
- Interior Finishings
- Make-Ready Construction

# PROPERTY MANAGEMENT

FOLLOW US:



## AMY MARTINEZ, CPM

*VP Management Services | Controller*

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Amy Martinez is serving as Vice President of Management Services | Controller at Lee & Associates - Atlanta. She is responsible for overseeing Property Management as well as managing the accounting for brokerage services. With more than 28 years of experience, Amy has developed a balance between achieving ownership objectives and delivering a high level of customer service. She has a deep knowledge of real estate finance and accounting, strong communication skills, and the ability to manage properties from an ownership perspective. In 2013, Amy received her Certified Property Manager (CPM) designation from the Institute of Real Estate Management. The CPM designation is among the industry's premier real estate management credentials, and recognizes individuals uniquely equipped to preserve and enhance the value of real estate assets. In 2021, Amy stepped into the role of Controller, where she oversees the daily functions of accounts payable, accounts receivable, and other accounting functions.



## LINDSAY MERRITT

*Director of Property Management*

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Lindsay Merritt is the Director of Property Management for Lee & Associates - Atlanta. In this role, she is responsible for managing and overseeing day-to-day operations for approximately 3.5 million square feet of office, industrial and retail properties. With more than 5 years of property management experience, Lindsay assists with financial reporting, coordination of tenant improvements, contract management, tenant satisfaction, and lease negotiations. She has advanced knowledge of real estate, project management, including space planning. Lindsay utilizes her budget-conscious decision making skills, efficient communication skills, to manage assets from an investment perspective. In addition, Lindsay assists with new business development and on-boarding of new assets.



## CHANTEL STOKES

*Property Manager*

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Chantel Stokes is a Property Manager at Lee & Associates - Atlanta. A native New Englander, Chantel relocated to Atlanta, GA in 2012 and now has more than 20 years of experience in the Real Estate industry. She started her career working as a maintenance supervisor and directed an engineering team of 10 technicians. She went on to work for a Cushman & Wakefield portfolio consisting of 30 sites and 353,000 SF. Additionally, Chantel worked for Zeller (managing 320,000 SF) and CBRE (overseeing 15 office buildings). Chantel has completed BOMA - Atlanta PM 101 and 201 courses.



## STACEY CARMICHAEL

*Property Manager*

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Stacey Carmichael is a Property Manager at Lee & Associates - Atlanta. Stacey holds a Bachelor's degree in Real Estate from Georgia State University and has over 20 years of experience in facilities management. She has been successful with 3rd party facilities management, construction, and financial reporting. Stacey was previously a General Manager for a commercial maintenance company where she managed day-to-day operations. She is accomplished in developing and maintaining positive client relationships while managing multiple functions of building operations, maintenance, revenue growth, and vendor sourcing.



## ALINA TASSIELLI

*Property Administrator*

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Ms. Tassielli joined Lee & Associates as Project Coordinator in January 2016. She provides support for industrial, retail, office, and land brokers. Her responsibilities include lease and contract preparation, broker support, extensive research, and marketing for the partners, principals and brokers in various specialized projects. Ms. Tassielli's paralegal experience combined with her marketing knowledge enhances her role at Lee & Associates.