

Guardian Property Management  
6704 Lone Oak Blvd  
Naples, Florida 34104  
239-514-7432 (Phone)  
239-514-7759 (Fax)

Your property manager is Mark Schadler Ext 127  
marks@guardianpropertymanagement.net

Your bookkeeper is Ann Piett Ext 126  
ann@guardianpropertymanagement.net

Guardian Property Management has been retained by your Association to oversee day-to-day operations of your association. The following will help give you a brief outline of some of the services that the Guardian team provides.

The duties of Guardian Property Management include the responsibility for accounts payable, accounts receivable and maintaining the financial records. Guardian maintains the association meetings and minutes. Management supervises contractors that work for the Association. Guardian Property Management assists your Association Board of Directors with enforcement of the provisions of the Condominium Documents and with the general overall administration of the policies established by your Board of Directors.

Your Association hires third-party contractors to service and maintain the Association's common property. Guided by contracts, your operating budget and your Board of Directors, Guardian Property Management gives these contractors direction and supervision

Guardian Property Management will have a person on the property weekly. Specific time frames are to be determined.

**In case of a true emergency after hours, call the main office line and follow the prompts. The on call manager will be contacted. Please make sure you leave a contact number and the reason you are calling.**