



**COMPARATIVE CHART**

**IMANI'S MANAGEMENT STYLE**

**VS**

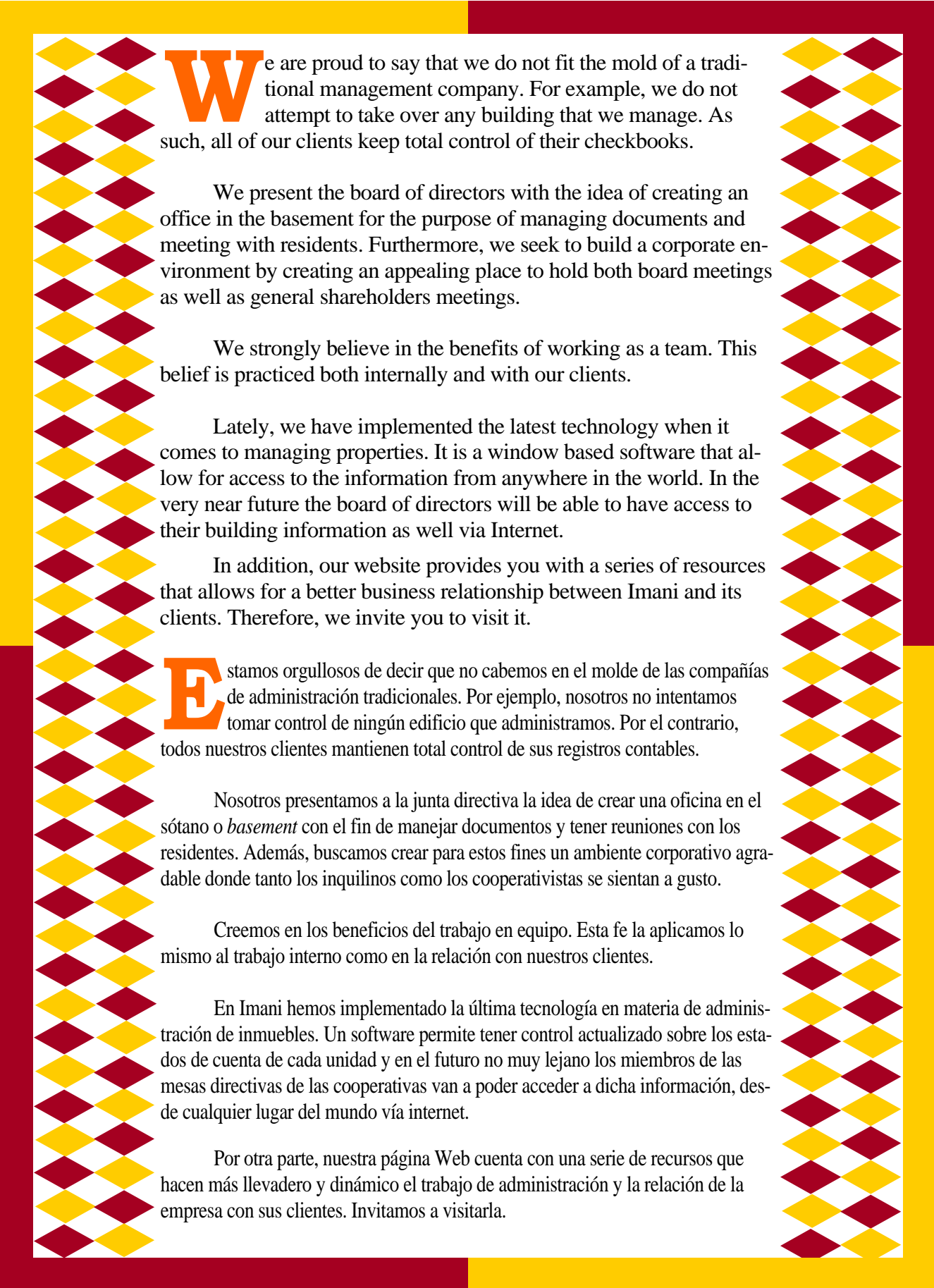
**TRADITIONAL WAY**

**TABLA COMPARATIVA**

**ESTILO DE ADMINISTRACION IMANI**

**VS**

**FORMAS TRADICIONALES**



**W**e are proud to say that we do not fit the mold of a traditional management company. For example, we do not attempt to take over any building that we manage. As such, all of our clients keep total control of their checkbooks.

We present the board of directors with the idea of creating an office in the basement for the purpose of managing documents and meeting with residents. Furthermore, we seek to build a corporate environment by creating an appealing place to hold both board meetings as well as general shareholders meetings.

We strongly believe in the benefits of working as a team. This belief is practiced both internally and with our clients.

Lately, we have implemented the latest technology when it comes to managing properties. It is a window based software that allow for access to the information from anywhere in the world. In the very near future the board of directors will be able to have access to their building information as well via Internet.

In addition, our website provides you with a series of resources that allows for a better business relationship between Imani and its clients. Therefore, we invite you to visit it.

**E**stamos orgullosos de decir que no cabemos en el molde de las compañías de administración tradicionales. Por ejemplo, nosotros no intentamos tomar control de ningún edificio que administramos. Por el contrario, todos nuestros clientes mantienen total control de sus registros contables.

Nosotros presentamos a la junta directiva la idea de crear una oficina en el sótano o *basement* con el fin de manejar documentos y tener reuniones con los residentes. Además, buscamos crear para estos fines un ambiente corporativo agradable donde tanto los inquilinos como los cooperativistas se sientan a gusto.

Creemos en los beneficios del trabajo en equipo. Esta fe la aplicamos lo mismo al trabajo interno como en la relación con nuestros clientes.

En Imani hemos implementado la última tecnología en materia de administración de inmuebles. Un software permite tener control actualizado sobre los estados de cuenta de cada unidad y en el futuro no muy lejano los miembros de las mesas directivas de las cooperativas van a poder acceder a dicha información, desde cualquier lugar del mundo vía internet.

Por otra parte, nuestra página Web cuenta con una serie de recursos que hacen más llevadero y dinámico el trabajo de administración y la relación de la empresa con sus clientes. Invitamos a visitarla.

## **SCOPE OF SERVICES**

- \*Collection of maintenance & rent charges.
  - \*Management of arrears.
  - \*Payment of all bills.
- \*Maintenance of financial records.
- \*Budget analysis and preparation.
- \*Check preparation & Bank reconciliation.
- \*Verification of outstanding bills & services.
  - \*Reserve account management.
  - \*Monthly financial reports.
  - \*Construction management.
  - \*Contractors services.
- \*Tenant complains and suggestions resolutions.
  - \*Legal action coordination.
  - \*Consulting.
  - \*Marketing.

## **ALCANCE DE LOS SERVICIOS**

- \* Recolección y mantenimiento de rentas.
  - \* Administración de atrasos.
  - \* Pagos de facturas.
- \*Seguimiento de los registros financieros.
- \* Preparación y análisis de presupuestos.
- \* Preparación de cheques y conciliación con bancos.
  - \* Verificación de costos sobresalientes.
  - \* Administración de cuentas de reservas.
    - \* Reporte financiero mensual.
  - \*Administración de construcción.
  - \* Servicios de contratistas.
- \* Solución de quejas y sugerencias.
- \* Coordinación de acciones legales.
  - \* Consultorías.
  - \*Comercialización.

## PORTFOLIO OF PROPERTIES

<u>PROPERTIES</u>		<u>UNITS</u>
Palmares	HDFC	15
323-25 Bedford Ave.	HDFC	25
153 E 105 <sup>th</sup> St.	HDFC	11
100 W 121 <sup>st</sup> St.	HDFC	24
514 W 169 <sup>th</sup> St.	HDFC	10
509 W 140 <sup>th</sup> St.	HDFC	15
557 W 140 <sup>th</sup> St.	HDFC	14
544 W 147 <sup>th</sup> St.	HDFC	15
539 W 160 <sup>th</sup> St.	HDFC	15
517 W 184 <sup>th</sup> St.	HDFC	22
514 W 169 <sup>th</sup> St.	HDFC	10
511 W 138 <sup>th</sup> St.	HDFC	20
515 W 138 <sup>th</sup> St.	HDFC	20
517 W 135 <sup>th</sup> St.	HDFC	20
515 W 135 <sup>th</sup> St.	HDFC	20
513 W 135 <sup>th</sup> St.	HDFC	20
535 W 160 <sup>th</sup> St.	HDFC	20

**Total 296**



**TWO DIFFERENTS STYLES OF  
MANAGEMENT**

**DOS DIFERENTES ESTILOS DE  
ADMINISTRACION**

## IMANI MANAGEMENT STYLE

Works in partnership with cooperative Board of directors.
Has no intention or desire to takeover or maintain sole control of cooperative.
Works hard at forging a positive and interdependent relationship with shareholders, board and manager.
<u>Progressive management style</u> > seeks to deal with issues in house before using legal recourses.
Creation of a corporate environment within the subject premises of site: e.g. Conference room, Office, Fax, Phone, etc.
Dissemination of information among shareholder body as key to success of cooperative: "Open Door Policy".
Corporation keeps control of finances: e.g. Signing of checks, keeping check book (s), working with bookkeeper, etc.
Abides by rules of governing documents and articles of incorporation and encourages inclusiveness for understanding.
Works in tandem with cooperative board to create policies.
Board of directors in consulted on all major decisions.
Community focused and oriented management style with an emphasis on stability of building as an asset for permanently affordable housing. Imani Motto: "People Working Together".

## TRADITIONAL WAY

Attempts to diminish or undermine board's authority and importance.
Has a tendency to takeover and exercise control. Discourage autonomy of board & shareholders.
A hands off attitude with respect to management of cooperative with an emphasis on independence of managing entity.
<u>Oppressive management style</u> > seeks to evict without regard to circumstances or specific merits. Spends lots of money on legal fees.
No interest or need to create a corporate environment.
Information nor routinely disseminated and only upon request as needed: "A Need to Know" basis only.
Management company has corporate account and controls checkbook.
Seeks to interpret governing documents and articles of incorporation as bequeathing control to manager exclusively.
Dictates what resale policy should be.
Informs board on major decisions after incidence occurs.
Focused on bottom line as ruling factor in management of asset. Management of asset towards sole goal of profit for manager.

## ESTILO DE GERENCIA DE IMANI

Trabajamos en asociación con los consejos de Directores de las cooperativas.
No tenemos intenciones de apoderarnos del control de la cooperativa.
Trabajamos intensamente para crear una relación positiva e independiente entre accionistas, consejo de directores y gerencia.
El estilo de <u>gerencia progresiva</u> busca manejar los problemas internamente antes de buscar recursos legales.
La creación de un ambiente ejecutivo en los edificios: Ej. Salones de conferencias, oficinas, fax, teléfonos, etc.
Distribución de información entre los accionistas para beneficio de la cooperativa. "Política de Puerta Abierta".
La corporación mantiene el control de las finanzas. Ej.; Firma de cheques; y forma parte de todas las decisiones financieras de importancia.
Las reglas y artículos de incorporación son las bases de nuestra gerencia. Fomentamos la lectura de estas reglas y artículos para mayor comprensión.
Trabajamos con tenacidad con el consejo de la cooperativa para crear nuevas políticas.
Los consejos de directores son consultados en todas las decisiones importantes.
Tenemos una gerencia de manejo comunitario con énfasis en que los edificios sean viviendas de bajos costos. Nuestro lema: "Trabajando juntos".

## FORMA TRADICIONAL

Tiende a disminuir o subestimar la importancia y autoridad de las directivas.
Tiene tendencia de apoderarse y controlar la cooperativa. Desalienta la autonomía de la directiva y accionistas.
No le interesa tener una gerencia en cooperación e independencia en las cooperativas.
<u>Gerencia opresiva</u> , busca desposeer sin importar las circunstancias o razón. Gasta mucho dinero en abogados.
No le interesa para nada el ambiente ejecutivo en los edificios.
La información no se distribuye con regularidad y sólo cuando es requerida. La política de "Necesito Saber".
La gerencia tiene las cuentas de la cooperativa y controla la (s) chequeras.
Interpreta las reglas y artículos de la incorporación para beneficio de la gerencia solamente.
Determina lo que la política de reventa debe ser.
Le informa a la directiva de las decisiones después que están tomadas.
Maneja los edificios como fuente de beneficios. Administra los edificios con el sólo propósito de beneficiar la gerencia.

## MANAGERS AND CONSULTING STAFF

**Angel Lavergne**, Chief Executive Officer. As the chief Executive Officer, Mr. Lavergne is responsible for overseeing the entire operation. In addition, he is responsible for upholding the company's mission. Mr. Lavergne has over 15 years of experience in the management and ownership of low-income cooperatives. He began his involvement in housing while working at the Urban Homesteading Assistance Board (UHAB) as a Cooperative Support Coordinator. As a coordinator, he was able to be in close contact with the cooperatives and as such was able to learn at first hand the many intricacies associated with managing and/or running these buildings.

Prior to Imani, Mr. Lavergne served as a Borough Administrator for the New York City Housing Authority and as a Project Manager for the New York City Economic Development Corporation. As a Borough Administrator he was responsible for 15 Housing developments in the Lower East Side of Manhattan. The responsibilities included the supervision of three community centers and eleven staff members. Mr. Lavergne was also responsible for the delivery of technical services to all tenant associations within his region.

As a Project Manager with the New York City Economic Development Corporation, Mr. Lavergne managed the city's retail vendor markets. These markets house over 200 small entrepreneurial businesses at four facilities throughout the city. The management of these facilities included property management. Mr. Lavergne was responsible for the supervision of nine individuals.

**Clara Lavergne**, Vice-Pres. Masters Degree in Education. She is in charge of supervising the administrative staff, overseeing payments to vendors and purchasing.

**Alfredo Lavergne Jr.**, (Consultant). Master Degree in Architecture and Urban Planning. Responsible for scopes of work for the repair and/or replacement of building systems.

**Nelly De La Rosa**, CPA. She is responsible for maintaining all financial records. Over 15 Years of accounting experience.

**Rosa Lavergne**, (Consultant). Ms. Lavergne holds a PHD in counseling and assists with conflict resolution when required.

**Lisette Lavergne**, Degree in Foreign Languages and Psychology. In charge of public relations.

**Rachel Fernandez**, Office Manager/Property manager. Manages the day to day office operations, handles repair issues and payables. Ms. Fernandez works closely with the accountant in the preparation of the monthly reports and assists the president.

**Maribel Mendez**, Accounts Receivable Specialist, In charge of handling all maintenance and/ rents payments. Over 7 years experience handling receivables.

**Jennifer Nova**, Office Assistant in charge of Posting Payables, handling repair issues and assisting with all clerical related duties.

**Alex Cruz**, (Consultant). Mr. Cruz handles all reporting associated with the Regulatory agreements between the cooperative and HPD. Responsible for submitting Yearly reports to HPD.



“People working together”

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The ultimate solution to  
property management.