



# LAND CAP

*Property Services, Inc.*

*An Apogee Company*





## Welcome

Land Cap Property Services, an Apogee Company, was incorporated in 1983 with the idea that the Kendall area would grow and it has! Since that time, Land Cap has sought to build its reputation in a regional environment with good old fashioned hard work, integrity and attention to detail. This philosophy is applied to all phases of operations, and has put Land Cap on solid ground with the associations we serve and allowed us to grow throughout the Dade County area.

We look forward to meeting you personally and extend this invitation to visit our Web site at [www.landcapoffice.com](http://www.landcapoffice.com).



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## **The Land Cap Property Services Family**

There is a feeling amongst the people who make Land Cap the company it is ... a feeling of ownership and pride bringing uncommon commitment to the work place. It's a family of people devoted to providing clients and each other with the very best effort possible, every day.

The team concept of success is fostered and promoted within every facet of Land Cap and the expectations for the future of the company are unified. Every new associate is held to these high standards not only by ownership, but by each member of the Land Cap team.

This forged obligation to excellence ensures the extraordinary level of service that is the cornerstone of Land Cap's success.

Land Cap's stringent hiring process, initial and on-going training, field support and vast array of associate resources fuels an inter-dependent working relationship benefiting the company, the associate and the client. Of all the benefits offered to new associates, none is more appealing than the opportunity to grow personally and professionally within the company.

Once you experience the difference our people make, you will understand the true nature of customer satisfaction.





Bay Point

NO LEFT TURN

## **Your Community**

Integrity, customer satisfaction, dedication and results are the foundation of everything we do. We work very closely with the Board of Directors and Homeowners to insure that communication is clear and that everyone is well informed.

We place a great deal of faith in the associates we so carefully select, and our expectations for their commitment to the job and the client is no less than the opportunity and resources we provide them to excel.

We believe that there is a definitive point where Experience and Performance Meet and that point is Positive Results. Land Cap places great importance in the relationships it develops and holds those relationships in the highest regard. A successful company is a company that believes in long term relationships and the value that those relationships have to the company. Once a commitment is made, our goal is to deliver on that commitment and insure satisfaction.

## Portfolio of Services

Land Cap Property Services provides a comprehensive portfolio of real estate management services to a wide range of clients who demand exceptional service with positive, quantifiable results.



## **Maintenance Services**

- Lawn maintenance, full service
- Janitorial maintenance service
- Carpentry
- Pressure cleaning
- Landscape upgrades and storm cleanup
- Sod replacement
- Graffiti removal
- Miscellaneous minor repairs

## **Special Services**

- Full service construction and engineering
- Construction management
- Special services crew
- Bobcat service

## **Administrative and Financial Management**

- Comprehensive monthly management report
- Association correspondence
- Property Inspections
- Custom forms
- Enforcement of rules and regulations
- Implementation of board policy on collections
- Interface with all subcontractors and professionals
- File maintenance and record keeping
- Accounts receivable, payables and monthly financial statements
- Monthly, annual, budget and special meetings prepared



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

# Executives



**STEPHEN SUITS** • *PRESIDENT*

Mr. Suits started Land Cap in 1980 and incorporated the company in 1983. It has been operating continuously since that time, employing numerous employees who average more than 10 years service with the company. Land Cap currently manages more than 6,000 residential and commercial units in approximately 40 communities.

Prior to starting Land Cap, Mr. Suits worked with Eastern Airline from 1977 to 1981 as a planner in phased overhauls. He is also a pilot and licensed A&P mechanic. Mr. Suits affiliated himself and Land Cap with Apogee Companies in October 2009. He now provides consulting and other contributions to the on-going operations of Land Cap.

Mr. Suits earned a Bachelor's degree in Business Administration from Embry Riddle Aeronautical University. He also holds Bachelor AMS and CMCA management designations and was one of the first licensed CAM managers in Florida. Mr. Suits was born in New York but grew up in New Jersey and Georgia. He has been married 29 years and has two children.



**TOM RYAN** • *VICE PRESIDENT*

As Vice President, Mr. Ryan is the direct supervisor of all Land Cap management staff. He is also responsible for the assurance of customer satisfaction, through direct involvement with the Board of Directors of all of Land Cap's clients. He has extensive experience in all aspects of association management including developer turnovers, related issues, and direct communication with the vendors for each association. Mr. Ryan is very adept at solving the community concerns while being aware of the financial condition of each community and its special needs.

Mr. Ryan earned a business degree from Queens College in Queens, N.Y. He has been a licensed CAM in Florida since 1989. He is originally from Manhattan, N.Y. and has been married for 29 years with three children.

# Properties

Academy Park

Arista Park

Banyan Gardens

Bay Point

Biscayne Point South

Briar Bay

Cazadores

Century Serena Lakes

Cindi's Place

Cutler Creek

Devonaire Villas

Evergreen

Gables Marquis

Galloway Estates

Gateway Estates

Greentree II

Grove Villas

Inspiration Point

Isles at Lago Mar

Kendall Palms

Kendallwood 2, 4, & 5

Kendallwood 6 & 7

King's Creek

King's Meadow

La Maison

Miller 67

Mirage at Oasis

Montelimar HOA

Monterey Gardens

Park Place

Pathways

Poinciana Gardens

Point Royale

Princetonian (Sabal)

Promenade Shores at Doral

Provence

Serena Lakes

SMBC

Sombrero (Key Harbor)

Sonoma Lakes

Tamiami Tech

Tesoro at Forest Lakes

Valencia

Villagio at Palmetto Bay

Villa Grande

Villas of Briar Bay

# References & Testimonials

## References

### **TESORO HOA**

Jill Randolph  
Vice President  
(305) 387-9969

### **VALENCIA HOA**

Olga Bostik  
President  
(305) 387-9686

### **SERENA LAKES TOWNHOMES**

John Swisher  
President  
(305) 310-9936

## Testimonials

"I am writing this letter to express the deep satisfaction Villa Grande Condominium Association Board of Directors has with the job well done by Land Cap Property Services. It has been a partnership. From our finances to the property maintenance issues we feel very satisfied with Land Cap's performance in the two years we have received its services. We expect the same high quality services from Land Cap in the years to come. Thanks again for the job well done."

### **Reinzo Rodriguez**

*PRESIDENT OF THE BOARD OF DIRECTORS • VILLA GRANDE CONDOMINIUM ASSOCIATION*

"Pathways Association has been working with Land Cap Property Services for the last six years. We have found the management company a pleasure to work with, especially because of its willingness to evolve to better serve the needs of our community. The professionalism, efficiency, and demeanor of our on site manager is unmatched. We hope to continue in this relationship for many more years."

### **Carolina Hospital**

*PRESIDENT OF THE BOARD OF DIRECTORS • PATHWAY CONDOMINIUM ASSOCIATION*