

WHAT WE OFFER

Full-Service Management

Full-service management means one accountable partner handling every aspect of your community, from governance and finances to maintenance and resident experience.

For over 40 years, Barkan Management Company has been a trusted partner to Boards, Associations, and owners across New England and the Mid-Atlantic. With 200+ properties and 35,000+ units under management, and an average client relationship of 15+ years, we combine proactive planning, hands-on expertise, and responsive support to help communities thrive.

Administrative Support

- Board governance & member education
- Meeting prep, attendance & protocol support
- On-site administration & daily operations
- Communication & reporting
- Payroll & HR administration for on-site staff

Resident Experience

- Move-in onboarding & welcome packets
- Rule enforcement & courtesy processes
- Barkan Mobile App — 24/7 resident access
- Real-time work order tracking & reporting
- Move-in/out coordination & transition support

Maintenance & Vendor Management

- Building systems & common area oversight
- Vendor sourcing, bidding & performance monitoring
- Contract negotiation & compliance oversight
- 24/7 emergency response & dispatch
- Post-incident reporting & claim coordination

Financial Management

- Accrual-based accounting & financial controls
- Monthly Board-ready reporting & statements
- Reserve planning & long-term capital forecasting
- Budget development & fiscal controls
- Assessment billing & collection oversight

On-Site Staffing

- Property managers & site administrators
- Superintendents & maintenance personnel
- Porters & janitorial staff
- Front desk & concierge coordination
- Staff hiring, training & performance oversight

Insurance & Risk Mitigation

- Insurance certificate tracking, compliance monitoring & renewal guidance
- Claims coordination & documentation
- Regular property inspections & follow-up tracking
- Vendor compliance oversight

READY TO TAKE THE NEXT STEP? Submit an RFP at barkanco.com



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