

# Time Matters

Featuring Information on our Services, News, Views & Tidbits...  
**KEEPING YOU ON TOP OF YOUR INVESTMENT!**

Professional  
Property  
Management

Your  
Key to  
Peace  
of  
Mind!

[info@ahunter.com](mailto:info@ahunter.com)  
[www.ahunter.com](http://www.ahunter.com)

## A. Hunter Is Truly A Full Service Manufactured Home Service

**A. Hunter** has always been honored to serve the community owners of Pennsylvania.

**A. Hunter's** CEO, Lisa Stewart, has always held her Real Estate Broker's License, and is able to do all facets of real estate work in Pennsylvania. In 1995, when **A. Hunter** opened their doors, they decided to specialize in Manufactured Housing in Pennsylvania. The laws relative to manufactured housing differed, and no one was truly specializing in the field. People wondered why our focus would be on "trailers," however, as we all know, those "trailers" are a very profitable endeavor. Thankfully, our state and industry has "grown up" and now realizes what a fantastic investment these communities are, and even our terminology has changed and we are now calling our homes "manufactured homes" or affordable housing. **A. Hunter** has always been honored to serve the community owners in Pennsylvania.

In 2020, **A. Hunter** branched out and we obtained our Dealership License, calling this business **A. Hunter Homes, LLC**.

In the past year, we have been selling homes into the communities we are managing, and seeing our community owners achieve 100% occupancy and upgraded communities.

Holding our broker's license, we are also able to sell communities in Pennsylvania, and who better to sell them than a company who has personally worked and managed communities for 30 years across the state of Pennsylvania.

So whatever your need is in the manufactured housing market, please reach out to **A. Hunter** and we would be more than happy to assist you with all of your needs, from management, to home purchases, to a community sale.



*Learn How*

# **A. Hunter**

**Property Management, Inc.**

*can make your  
rental property a*

**NO-HASSLE Investment**



# **www.ahunter.com**

*Includes links to other manufactured housing  
industry related sites ...  
providing you with a wealth of information.*

## **NEED A COPY OF ACT 261?**

Reach out to us at [lisa@ahunter.com](mailto:lisa@ahunter.com) and we will be happy to provide you with a copy. Or visit our website at [www.ahunter.com](http://www.ahunter.com) where you can download a copy.

### **Resident Homeowner Insurance and Liability Insurance:**

Do your lease, rules and regulations require your resident to have liability insurance? If not, it's a good idea to require that they carry insurance. Then make sure to follow up and require the resident to provide you with proof of their insurance on an annual basis.

### **We Stay on Top of the Manufactured Housing Industry!**

A. HUNTER is a proud and active member of PMHA and serves on the following committees:

- **Community Committee**
- **Membership Committee**
- **Retailer/Installer Committee**

# NEW HOMES AND OUR COMMUNITY OWNERS SUCCESS!

For the past 18 months **A. Hunter** has assisted our community owners in filling their vacant lots with brand new affordable homes. **A. Hunter** has franchise agreements with numerous manufacturers and can obtain homes at prices that will fit the community demographics. We have been thrilled with Clayton Homes' new Epic line, which offers several exterior options and two tone siding. The homes have been a huge hit with buyers. We are happy to work within your budget and find a nice fit for your community.

These new homes have updated the appearance of the community, and we are seeing existing residents work to maintain the overall quality of their homes. We are finding that homes are selling within a few months of placement. **A. Hunter** has a real estate license and can sell the homes for you, or you can sell them with any real estate agent of your choice, or even sell them yourself.

We can do the permit work on your behalf, order the homes, assist with installation, or tackle any aspect of the project that you would like.

Our communities are nearing 100% occupancy.

If you would like to fill your vacant lots and start producing income, please give us a call. It's working throughout our communities in Pennsylvania, and we'd love to help you do the same.



## A. HUNTER'S Holiday Schedule

**November 22 - Open 9:00 to 12:00**

**December 29 - CLOSED**

**November 23 - CLOSED Thanksgiving**

**January 1 - CLOSED**

**November 24 - CLOSED**

**December 22-26 - CLOSED**

# MANAGEMENT PACKAGES

A Hunter has been managing manufactured home communities throughout the state of Pennsylvania for the past 30 years, and we are now branching into Maryland. We have always focused on this industry, and therefore feel we are extremely knowledgeable in all aspects of manufactured housing. We continue to have our staff trained on any changes within the industry and we stay on top of all changes through our association with PMHA.

We can assist and help you with your community management in many ways:

- **We specialize in FULL SERVICE management.** We take care of your community 24 hours a day/ 7 days a week. We can tailor our services to meet your needs. We can collect rents, pay bills, screen residents, communicate everything with your residents, do rent increases, handle lease agreements, and every other aspect of running your community.  
*Why pay the salary for a staff, when you can pay one fee to **A. Hunter** and use our knowledgeable staff?*
- **We can TRAIN your staff.** We have been training community owners' staffs to teach them the various aspects of management for manufactured home communities.
- **Delinquency Issues** – We have had communities contact us to work on their collections and delinquencies. We have a set procedure, and have been extremely successful in bringing the delinquencies to the 5% range or less.
- **Leases** – We have worked with companies to bring all their leases current and compliant with Act 261.

In whatever way you need help to continue to make your community successful, we are here for you. Please feel free to give me a call to chat about the industry or any needs you may have. You can also email me at [lisa@ahunter.com](mailto:lisa@ahunter.com).

## Property Management Of Manufactured Home Communities – Why Use Property Management?

Property management is essential for manufactured home communities for several reasons. Firstly, property managers ensure that the community is well-maintained, clean and safe for residents. They oversee regular maintenance and repair works, address complaints and resolve conflicts, and enforce community rules and regulations. This helps to ensure that the community remains an attractive place for residents to live in, which in turn helps to maintain property values.

Secondly, property managers help to ensure that rent is collected on time and that all financial transactions are handled appropriately. This includes managing rental agreements, handling rent payments, and ensuring that all bills are paid on time.

This helps to ensure that the community remains financially stable and that residents can enjoy the amenities and services provided by the community.

Lastly, property managers help to handle the administrative tasks associated with running a manufactured home community. This includes managing paperwork, handling permits and licenses, and ensuring that all legal requirements are met. This helps to ensure that the community operates smoothly and that residents can enjoy a hassle-free living experience.

Overall, property management is essential for manufactured home communities as it helps to ensure that the community is well-maintained, financially stable, and operates smoothly.

# Own Your Dream Home



Quality Housing,  
Affordable Pricing



- Customized Homes
- 2-4 Bedrooms
- 2 Bathrooms
- Approx. 1000-2000 sq ft
- Energy Efficient
- Air Conditioning
- Vaulted Ceilings
- Hardwood Floors
- Slate Entry
- Family Room & Living Room
- Beautiful plumbing fixtures and the latest appliances
- Financing Available
- Homes must adhere to strict guidelines administered by the Federal HUD Code.

## Why Rent When You Can Own Your Dream Home?

**Manufactured homes are modern, affordable, customizable, quality built, energy efficient and easy to finance.**

**Affordable:** Homes start under \$59,900 fully installed. Payments for a mortgage at 7% would be \$539, plus lot rent. Your loan payments could be cheaper than rent, and you would OWN your home.

**Customizable:** There are many options with each floor plan as well as many options of flooring, carpet, wall colors and fixtures.

**Quality Built:** Homes must adhere to strict guidelines administered by the Federal HUD code. Products include: Duracraft cabinetry and top of the line Pfister faucets.

**Energy Efficient:** These are well-insulated homes made with energy efficient materials and methods, which means you save on utility bills.

**Financing:** Due to the lower cost of a manufactured home, it's easier to obtain financing. *A Hunter Homes can assist with obtaining financing.*

**Call us today to make your dream home a reality.**

**CONTACT:**

**A. Hunter Homes at 717 274-2104**



# *Choose From A. Hunter's* **2 Comprehensive Management Plans** **Or We Will Customize a Plan for You!**

— Monthly Responsibilities for Your Community —

## **FULL SERVICE**

1. Negotiate and complete all new and existing leases, resident information sheets, addendum clauses, etc. If owner wants all residents to have a new lease agreement, owner is responsible for the cost of copying and mailing the agreements.
2. Review all rental prospects through established criteria.
3. Handle all resident communications, including complaints, suggestions, rules notifications, overdue rents, rent increases, rule violations, etc.
4. Resident emergencies will be handled on a 24 hour/7 day basis.
5. Collect all rents and timely deposit of same in a dedicated property checking account.
6. Pursue all delinquent accounts and attend District Justice Hearings.
7. Conduct periodic on-site visits and enforce all community rules and regulations in legal accordance with PA Act 261.
8. Arrange and supervise employees and outside contractors to perform regular maintenance and leasing work for the property.
9. Solicit bids for lawn care, snow removal and maintenance/emergency work as authorized and approved by owner of community. Follow up for on-time satisfactory completion of all contracted services.
10. Pay all bills for the community, subject to owner review, if desired.
11. Provide a computerized monthly accounting of income and expenditures. Owner will be provided with copies of actual bills, and bank statements.
12. Work diligently and make every reasonable effort to maintain occupancy and fill any community vacancies through normal advertising channels, mobile home dealer contacts and other methods of self-promotion. All promotional move-in incentives will be submitted for prior approval by owner.
13. Provide owner with a written, detailed monthly report on the property including but not limited to: move ins/outs, resident notification, unusual activity, etc.
14. Newsletters can be sent to residents on a monthly or quarterly basis. Owner is responsible for the cost of preparation and cost of postage for the newsletters.

## **FULL SERVICE WITHOUT BOOKKEEPING**

1. Negotiate and complete all new and existing leases, resident information sheets, addendum clauses, etc. If owner wants all residents to have a new lease agreement, owner is responsible for the cost of copying the agreements.
2. Review all rental prospects through established criteria.
3. Handle all resident communications, including complaints, suggestions, rules notifications, overdue rents, rent increases, rule violations, etc. (Owner would give us a report on delinquent accounts.)
4. Resident emergencies will be handled on a 24 hour/7 day basis.
5. Pursue all delinquent accounts and attend District Justice Hearings.
6. Conduct periodic on-site visits and enforce all community rules and regulations in legal accordance with PA Act 261.
7. Arrange and supervise employees and outside contractors to perform regular maintenance and leasing work for the property.
8. Solicit bids for lawn care, snow removal and maintenance/emergency work as authorized and approved by owner of community. Follow up for on-time satisfactory completion of all contracted services.
9. Maintain occupancy and fill any community vacancies through normal advertising channels, mobile home dealer contacts and other methods of self-promotion. All promotional move-in incentives will be submitted for prior approval by owner.
10. Provide owner with a written, detailed monthly report on the property including but not limited to: move ins/outs, resident notification, unusual activity, etc.
11. Newsletters can be sent to residents on a monthly or quarterly basis. Owner is responsible for the cost of preparation and cost of postage for the newsletters.

**A. HUNTER**  
**PROPERTY MANAGEMENT, INC.**



# Professional Property Management

Over 38 Years Experience in the Industry



## Specializing in Manufactured Home Communities

A. Hunter Property Management provides the highest standard of professional management services thoroughly and efficiently through the competence and technical knowledge of our staff. Our primary objective is to maximize return on your investment using years of experience and expertise, and a sophisticated approach to property management.

### Objectives

- Provide a service to owners which will free them of the work load involved with running an investment property
- Maintain a clean, smooth operating, profitable property
- Ensure a pleasant community residents will appreciate

### Advantages for the Owner

- Experienced and Dependable Service
- Well Maintained Property
- Satisfied Residents
- Informed Owners
- Freedom of Owning
- Employees have PHC Designation

### Services

- Coordinate Property Maintenance Including: utilities, lawn care, snow removal, etc.
- Improvement Projects
- Rent collection, payment of property bills
- Monthly Income and Expense Reports
- Owner/Resident Communications
  - Routine "On-Site" Inspections
  - Rule Violation/Enforcement
  - Represent Owners at Related Hearings
  - Emergency Service Hotline 24 hrs/day, 7 days/wk
  - Maintain Occupancy
  - Keep Owners Informed of Changing Legislation with Proactive Involvement

*For More Information Contact...*

**A. Hunter Property Management**

P.O. Box 224, Annville, PA 17003 • (717) 274-2104

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Member PMHA, Institute of Property Management, SOHO, Lebanon Valley Chamber of Commerce, Manufactured Housing Institute, Small Business Association, NAR, LCRA, PA Real Estate Broker, Realtor

# A. HUNTER

PROPERTY MANAGEMENT, INC.

PO Box 224  
Annville, PA 17003

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RETURN SERVICE REQUESTED



While a great deal of care has been taken to provide accurate and current information, the ideas, suggestions, general principals and conclusions presented in this letter are subject to local, state and federal laws and regulations, court cases and any revisions of same. The reader is thus urged to consult legal counsel regarding any points of law – this publication should not be used as a substitute for competent legal advice.

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