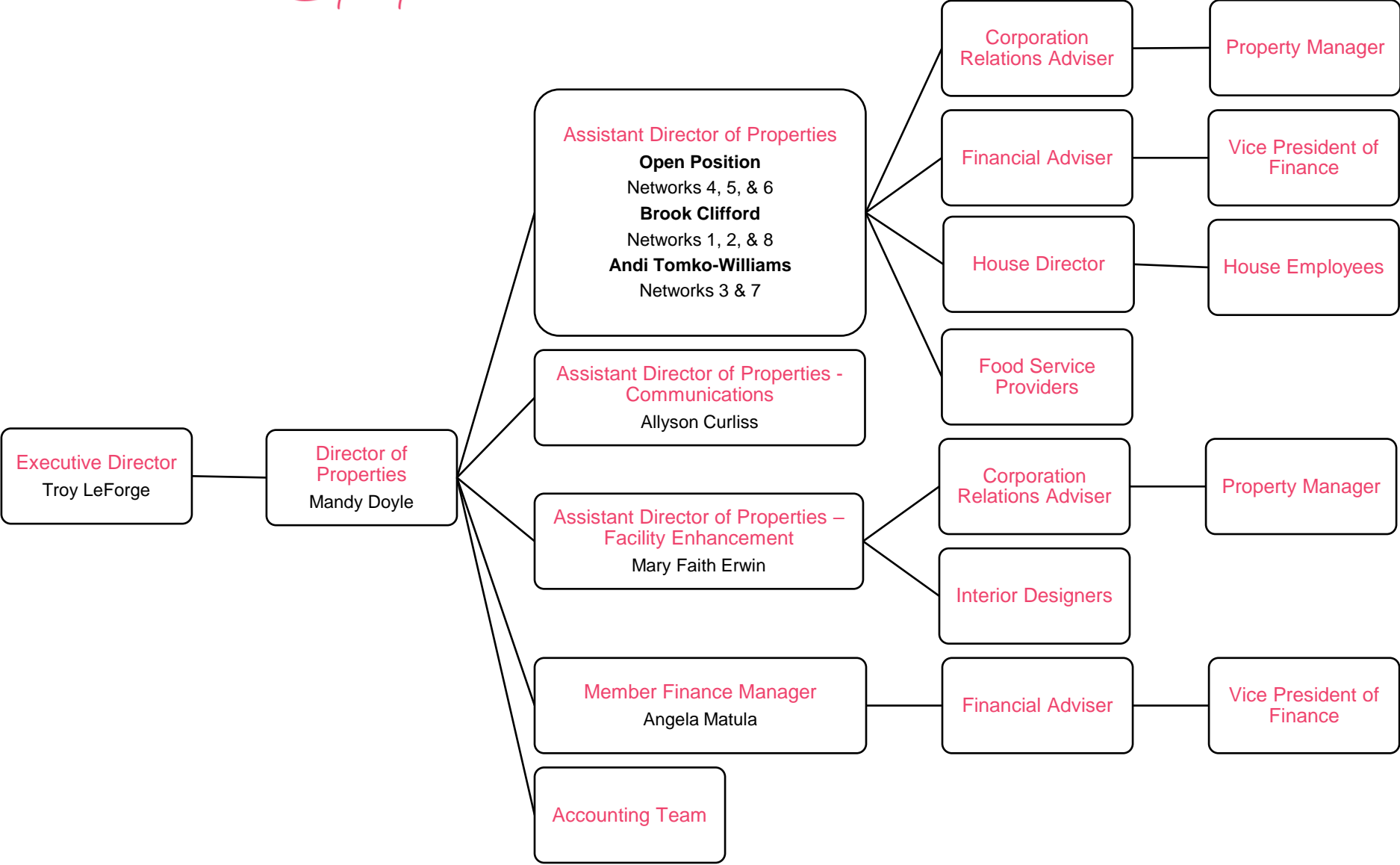


# ALPHA OMICRON PI

*Properties*

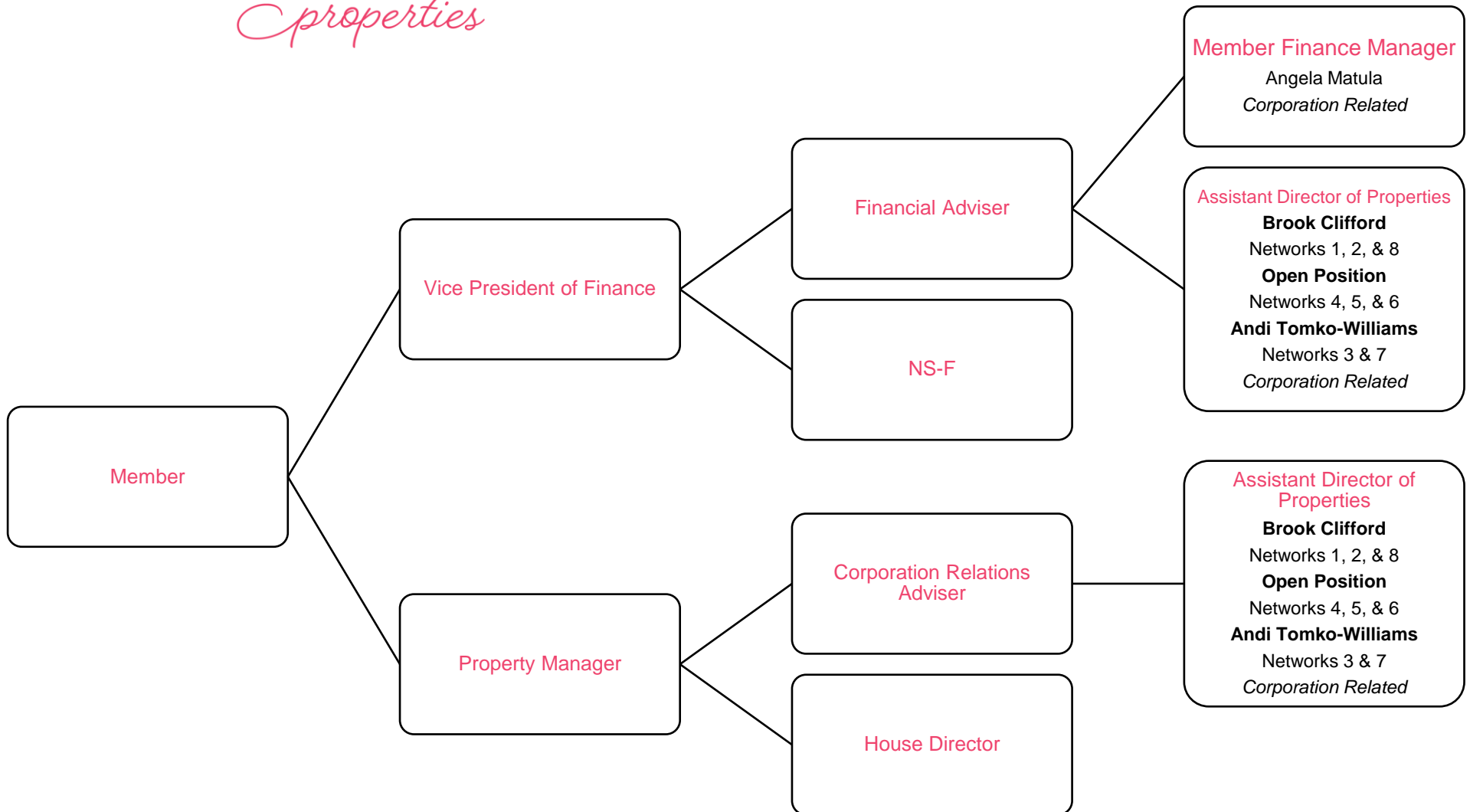
## Local Employee/Volunteer to AOII Properties Staff Communication Path



# ALPHA OMICRON PI

*Properties*

## Member to AOLL Properties Staff Communication Path



# ALPHA OMICRON PI

*Properties*

## Contact Information

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### **Angela Matula**

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### **Mary Faith Erwin**

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### **Allyson Curliss**

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### **CSL**

Property Management Company  
service@cslmanagement.com

## Member to AOII Properties Staff Communication Path

### About Us:

#### Assistant Director of Properties

- Oversight of general daily operations
- Assists in building corporation budgets
- Agreement distribution and collection
- Partners directly with Management Company
- Advocate for collegiate members, chapters and chapter corporations
- Partners with CorpRA, Property Manager, House Director, and Chapter Treasurer of various items
- Maintains Priority Lists and makes purchases
- Approves special status financial requests for the chapter corporation
- Assists in setting up house dedications
- Assists in oversight of local employee management
- New housing opportunities
- Suite or house renovations

#### Member Finance Manager

- Creates billings for all chapter corporations in BHWW
- Removal of chapter and/or chapter corporation fees
- Oversight and removal of late fees
- Partners with Assistant Director of Properties on special status billings
- Collections
- Monthly aging reports
- Monthly AOII Properties related invoicing such as empty bed fees

#### CSL Management

- Day to day operations of running a chapter facility
- Management of local employees
- Budget oversight in maintenance/food
- Procurement of local staff and kitchen management companies

#### Assistant Director of Properties – Facility Enhancement

- Assists with oversight of University housing and agreements
- Oversees AOII approved interior designers and projects
- Assists with new construction projects and land acquisitions

#### Assistant Director of Properties – Communications

- All AOII Properties driven communication
- AOII Properties social media accounts