

Helpful links and Contacts for Beven & Brock

Board Members Access:

1. Board support for access to financial reports and Payscan issues:
Help@bevenandbrock.com
2. Minutes or other document submissions to Condo Café:
Documents@bevenandbrock.com
3. Board instructions for financial statement access:
<http://www.bevenandbrock.com/financial-statement-training/>
4. Payables Questions:
 - a. PayScan: Claudia@bevenandbrock.com
 - b. Paper Checks: Andy@bevenandbrock.com
5. Vendor insurance: Amy@bevenandbrock.com
6. Board approval to pay vendors w/o documentation – the attached vendor waiver in this link must be filled out and submitted:
<http://www.bevenandbrock.com/board-approval-to-pay-vendor/>

Owner Access:

1. Condo Café (Web portal for owners first time): Login-help@bevenandbrock.com
2. Records Requests: Cecilia@bevenandbrock.com
3. Escrow or Refinance: Veronica@bevenandbrock.com
4. Maintenance – emergency issues during business hours:
dominique@bevenandbrock.com
5. Maintenance – emergency during after-hours: (877)532-4293
6. Maintenance - other issues: Lori@bevenandbrock.com
7. Assessment payments: (626)795-3282, ext. 887
8. Assessment statement questions: accounting@bevenandbrock.com
9. All other issues: Lori@bevenandbrock.com