



PROJECT
BY DESIGN

Luxury Property Management

DIRECT: 786.543.4121, OFFICE: 305.868.8075, WEB: www.pbdmiami.com , EMAIL: hello@pbdmiami.com

1108 Kane Concourse Suite 220
Bay Harbor Islands, FL 33154
beachteam@pbdmiami.com

555 NE 15 ST CU17A
Miami, FL 33132
islandteam@pbdmiami.com



We Serve Homes in These Areas

Project By Design luxury property management cares for condos and homes throughout South Florida.



1 OCEAN • 321 OCEAN • 1500 OCEAN • APOGEE • BAL HARBOUR • BRICKELL CITY CENTRE • CONTINUUM • FAENA • HIBISCUS ISLAND • INDIAN CREEK
MARINA PALMS • OCEANA • PALM ISLAND • SETAI • STAR ISLAND • SUNNY ISLES • SUNSET ISLANDS • SURFSIDE • VENETIAN ISLANDS



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Our Team

Our experienced team of dedicated property management professionals have been in the industry for years and focus on allowing you to truly enjoy your homes without and worries at all!



Angie Papaiani
Director of Operations



Suzanne Falcon
Principal



Anna Saulino
Area Manager



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Concierge Style Services for Hassle Free Homes

We are a boutique company that specializes in the highly personalized care and management of luxury homes and condos in South Florida.

We pride ourselves in being a referral-based business, building trusting relationships with homeowners and their teams for all their home management and maintenance needs.

With just one call, email or text message we are ready to handle all your needs.

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Regular Home Inspections

Accountability matters to our trusted home inspection teams. At Project By Design we take great pride in ensuring your beloved home is always kept in pristine condition.

You shall have peace of mind that when you do return to your home that your property is in prime condition with no pesky maintenance issues so you may have time to relax and do what you do best.

- **Plumbing:** Check for leaks. Run all sinks, toilets, baths, and showers to make sure plumbing is working effectively.
- **Appliances:** Check all appliances are running properly in the home.
- **HVAC:** confirm functionality with temperature checks.
- **A/V Equipment:** Check all Audio-Video and speaker equipment.
- **Windows and Doors:** Secure all windows and doors and check for smooth operation.
- **Smoke detectors:** Fire Extinguishers and Light Bulbs: Check status
- **Home security system:** Status checks for proper functionality
- **Pools:** Check cleanliness and equipment status.
- **Landscaping:** Confirm proper upkeep.
- **Vehicles:** Check vehicles and charger stations are running optimally.
- **Annual comprehensive inspection:** If desired, the team will coordinate an inspector to visit your home and confirm well being of major systems including structural components, electrical, plumbing, HVAC, appliances and heaters, and will check for mold and moisture.

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Vendor Oversight

When it comes to contract and outsourcing services, we only work with the best and most trusted partners who have a history with us, this means that all specialist services are fully vetted and come with our stamp of approval.

We orchestrate their work through adept project management and ensure that every aspect of their delivery schedule is done under our supervision and high-quality standards.

- Preventative maintenance and repair of home HVAC systems.
- Audio/Video repair and new installations.
- Coordinate regular and as-needed housekeeping.
- Computer repairs, replacement, and ordering of new computers.
- Carpet and upholstery cleaning as needed.
- Paint and drywall repair both internally and externally.
- Leaks, plumbing and electrical needs internally and externally.
- Pest control services on a regular basis.
- Window and door cleaning, repair, replacement, and tinting.
- Handyman services for various requirements.
- Personal assistant needs 24hrs a day.

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Hurricane Preparation

Hurricanes and storms can be an unavoidable occurrence of nature and our team is fully equipped to deal with these events so that you do not have to.

We take the stress and worry out of handling these situations for you using a combination of mitigation, preparedness, experience, reporting and clean-ups.

- Maintain current photographs your residence for use with insurance adjusters should the need ever arise.
- Coordinate the removal of balcony furnishings or any garden furniture that are also returned after the storm.
- Secure home, vehicles, and garage areas.
- Keep the owner updated as details of the weather emergency emerge.
- Inspect the residence post storm, as soon as safely possible.

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Housekeeping

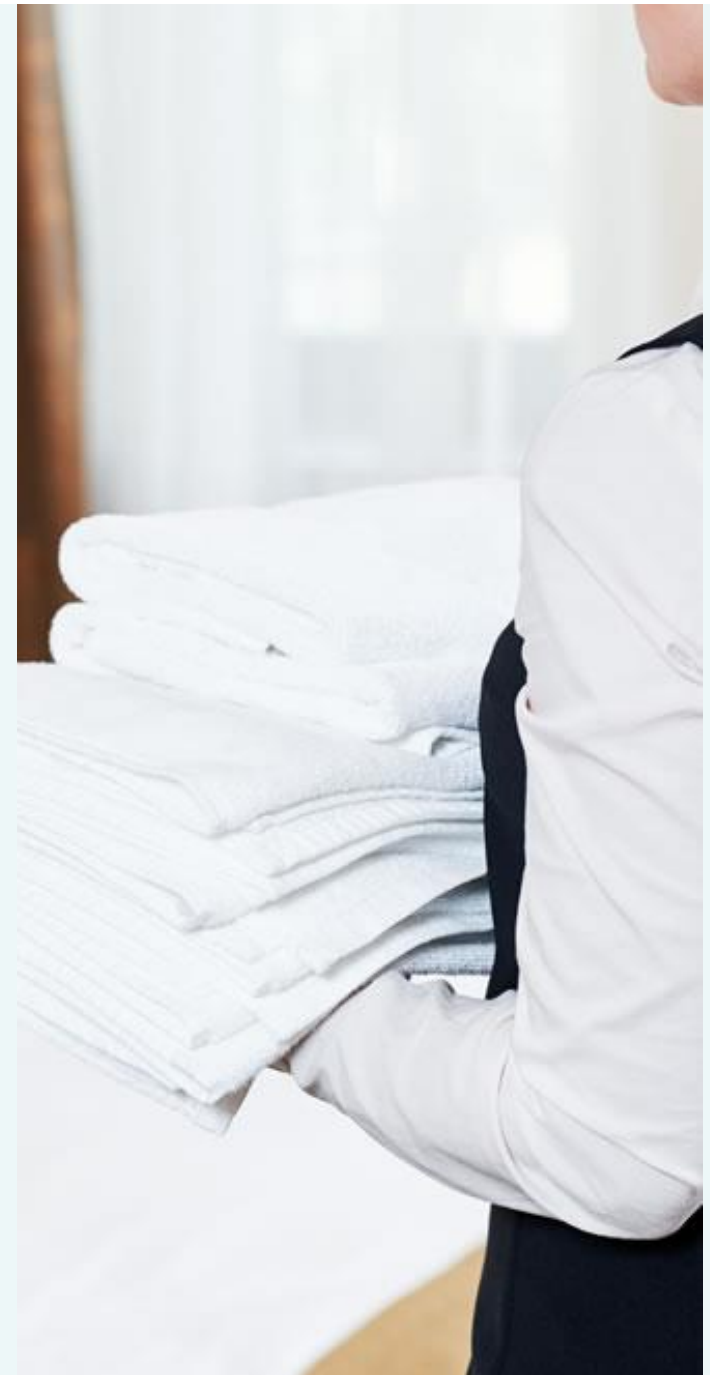
At Project by Design we place emphasis on attention to detail. You may be certain that our team has reviewed the work done to ensure your home is always kept in pristine condition.

- Housekeeping solutions with a frequency that suits your personal needs.
- Laundry washed and ironed in house or sent out to for dry cleaning.
- Individualized plans include optional pre-arrival cleanings, hotel-style tidying up while in residence, and part, or full-time housekeeping services.
- Window washing services at your desired frequency.
- Pressure cleaning of driveways, balconies and docks.
- Care and attention to all specialized materials to ensure their proper care and maintenance.

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Pool Management

Our pool management services ensure your swimming pool is always properly serviced and maintained.

We coordinate with trusted providers their regular visits consisting of cleaning, inspection, and preventative maintenance; ensuring chemical balance, clarity, and efficient functionality. We are dedicated to going above and beyond our clients' requirements and are committed to excellence.

- Swimming pool preventative maintenance and equipment repair.
- Ensuring chemical balance and clarity.
- Brushing, vacuuming, netting, acid wash & re-grout.
- Leak detection and rectification.
- Microbiological analysis.
- Chlorine to non-chlorine conversions.

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Arrivals & Departures

Whether you are visiting your home, or you have invited guests to stay we can take care of all the arrival and departure requirements to ensure a smooth landing, stay and take off.

When you arrive, we like to make sure you or your guests have everything on hand that they may require from the basics to special requests.

- Stocking your home with preferred pantry and refrigerated items.
- Re-inspection of all home systems within 48 hrs. of arrival.
- Arrange airport car service, tailored to your requirements.
- Make bespoke special request arrangements, as needed.
- Liaise with your visiting guests and building management to ensure a smooth arrival and stay.

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Owner Representation

We provide bespoke owner representation services tailored around your requirements and property obligations.

We represent and care for your home as if they were our own. Our valued clients appreciate this core service as their trusted representatives so they may dispense with the time-consuming headaches that come with home ownership.

- Liaison with architects, contractors, interior designers, landscape architects and realtors.
- Appearing on the owner's behalf to represent his/her property interests where and when required to do so.
- Working with the property and building management committees and applicable associations.
- Working with local government agencies for various owner related obligations.

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Landscape & Gardens

We offer a complete residential landscape oversight program utilizing the best of South Florida's horticultural professionals. Maintaining a healthy outdoor area requires more than fertilizer and pesticide!

Florida's unique subtropical environment requires special care and we make sure that our vetted, top industry professionals are delivering a superior service for your home throughout the year.

- Preventative maintenance and plant installations.
- Irrigation, equipment repairs and servicing.
- Landscape trimming, edging, and shaping.
- Landscape architecture if required.
- Nutrition for lawn, foliage, hedges and pest control.

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