



Homeowners Association Management Services

ACCOUNTING

- Bill and collect association assessments
- Provide coupons and lockbox service for collection of assessments
- Stringent collection efforts and compliance with due process for collection policy effectiveness
- Facilitate the filing of liens for non-payment of assessments and/or fines
- Process and pay vendor invoices
- Maintain and reconcile bank accounts for the Association
- Provide board members with monthly accounting statements:
 - ✓ Balance sheet
 - ✓ Budget comparison
 - ✓ Delinquent Assessment report
 - ✓ Bank statements and reconciliation reports
 - ✓ Copies of paid invoices to the Treasurer and President
- Assist Treasurer and board members in drafting the annual budget
- Maintain current database of property owners

BOARD MEETINGS

- Conduct productive meetings following a written agenda
- Provide management report and copies of various monthly correspondence
- Answer questions pertaining to financial statements
- Advise and assist the board to establish consistent policies and procedures
- Assist board with creating payment, collection & CC&R enforcement policies

ENFORCEMENT OF COVENANTS, CONDITIONS & RESTRICTIONS

- Send violation notices to property owners
- Provide board with copy of site visit report and violation notices mailed to homeowners
- Provide homeowner with the opportunity to be heard
- Refer legal counsel when appropriate

MEMBERSHIP MEETINGS

- Print and mail homeowners meeting notices according to the CC&Rs
- Attend homeowners meetings
- Assist with the election of the Board of Directors
- Provide homeowners with annual financial reports and budgets

MISCELLANEOUS

- Assist with maintenance, repairs and replacement of capital assets
- Provide requested information to Escrow for homeowner transfers/refinance
- Mail newsletters
- Assist with dispute resolution
- Respond to homeowner concerns in a timely and responsive manner

And more...