
Waterwood Community Association

P.O. Box 12335
Beaumont, TX 77726

Management Company

Fillips Firm, LLC
409.860.HOME (4663) hoa@fillipsfirm.com

Fillips Firm Scope of Services

1. Maintain & update database of homeowners' names and addresses
 - a. Welcome Packet mail outs
- b. Additional communications to owners as needed via mail or email
2. Invoicing and Collection of Homeowners' fees
 - a. Invoicing and distribution
 - b. Pursue the collection of delinquent fees (including Lien processing)
3. Complete bi-annual on-site inspections
4. Deed Restriction enforcement
 - a. Mail violations notices
5. Coordinate Architectural Review Application process with appropriate board/committee
6. Completion and disbursement of Resale Certificates upon written request from a Title Company and/or Real Estate Agent
7. Accept and respond to member communications and forward to Board as needed on a timely basis
8. Event notification service i.e.: Annual Homeowner's meeting
9. Assist BOD in overseeing work required for common area maintenance (lawn care, sprinkler system, etc.)
10. Obtain bids for projects, insurance renewal, etc. as needed
11. Payment & disbursement of monthly bills
12. Prepare monthly Financial reports for Board meetings
13. Prepare reports for Annual HOA meeting (Agenda, financials, etc.)
14. Secure guest speakers for Annual HOA meetings (at the Boards request)
15. Accounting of income and expenses on a basis to coincide with BOD and Owners meetings (Annual Financial Statements, etc.)
16. Assist BOD in establishing an annual budget
17. Prepare appropriate annual Federal Tax Return and State (if applicable)
18. Record keeping (original documents, emails, Tax Returns, etc.)
19. Off-site backup of all HOA information
20. Miscellaneous services agreed on by Management and of Board of Directors