



MANAGEMENT SERVICES

Administrative Management

- Manage the day-to-day operations of the association.
- Maintain association records and meeting minute books.
- Assist with amendments to bylaws, covenants & restrictions, and rules & regulations.
- Creation and administration of association website.
- Creation and production of monthly email newsletters.

Property Management

- Conduct monthly drive-through inspections of the community.
- Enforcement of covenants and restrictions during monthly drive-throughs.
- Maintain and facilitate repairs to amenities in community.
- Facilitation and coordination of association projects.

Financial Management

- Invoice for homeowner assessments.
- Collection of homeowner assessments.
- Process liens for assessment delinquencies.
- Prepare budget goals and objectives for the association.
- Manage accounts payables and receivables for the association.
- Coordinate yearly tax returns.

Meeting Management

- Attend four (4) board meetings per year of agreement.
- Attend one (1) association meeting per year of agreement.

Insurance Management

- Maintain liability and D&O insurance policies for association.
- Maintain certificates of insurance for all association vendors.