



HOA Community Management Benefits

Budgeting & Forecasting



- Annual Operating Budget preparation
- Operating & Capital Account control
- Capital Reserve management

HOA Accounts



- HOA Fee posting & processing
- HOA Account register maintained
- Account collection as needed

Vendor Management



- Routine service supervision
- Work order control & execution
- Project estimation and bidding

Service Contracts



- Contract negotiation & execution
- Vendor evaluation / recommendation
- Project supervision

Record Keeping



- Invoice processing / tracking
- Bank statement reconciliation
- Annual tax documentation
- Closing statements

Owner Communication



- EZ Access to Community Documents
- HOA-Board communication
- Annual Meeting coordination