



CONDOMINIUM & HOMEOWNERS ASSOCIATIONS

COMMUNICATION IS THE KEY

We realize that the success of any relationship includes open and thorough communications on an ongoing basis whether the information being delivered is positive or negative. It is our goal to understand each HOA's needs and requirements and establish a unique service that responds to each relationship. Service to our clients is our top priority.

HOA's INVESTMENT FOR SERVICES

- 1) The monthly management fee of \$6 to \$20 per unit per month.

PROPERTY SUPERVISION

We take great pride in your HOA and in providing you with service beyond your expectations. We proactively manage your property even though it can be a very reactionary business. Our supervision, reporting and controls are meant to identify any potential challenges and effect corrective actions at an early stage. As your property is a valuable asset, we will treat it as if it was our own. We conduct regular inspections and work diligently to have effective relationships with the Association's board of directors and occupants.

- ◆Homeowner adherence to Rules & Regulations, Declarations etc.
- ◆Homeowner/HOA relations
- ◆Contracted services coordination/Bids/Request for Proposals
- ◆Property site visits
- ◆Affordable in-house maintenance team
- ◆24-hour emergency service
- ◆Risk assessment evaluations
- ◆Energy/Utility reviews
- ◆Annual Meeting preparation



PROPERTY ACCOUNTING & REPORTING

Our accounting division handles all banking, payables, receivables, payroll for properties. Our reporting is flexible and not overcomplicated. Reporting provides for monthly and year-to-date operating statements that are in a form readily translated into tax returns.

- ◆Establish/Maintain required HOA bank Accounts within State regulations
- ◆HOA Dues collection
- ◆Budget preparation & Reserve Planning
- ◆Assist HOA in adhering to Wa State Association laws and Reserve requirements
- ◆Disbursement of monthly expenses
- ◆Payment of insurance & property taxes
- ◆Monthly Service report and Financials to Board of Directors

ADDITIONAL SERVICES

Our services can be tailored to meet your needs. If you require a specific service or only a portion of our services outlined within, we encourage you to inquire with us.

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