

COMPLETE ADMINISTRATIVE MANAGEMENT

With this program, we will take over all the administrative functions of the HOA. This **does not include** any physical monetary services nor any physical maintenance services. It does include, but is not limited to:

- Processing HOA required applications (sales, rentals, ARCs, etc.)
- Furnishing information, as required, to Realtors, Appraisers, Attorneys, Title Companies, Insurance Agents, etc.
- Acting as Secretary for recording and distribution of minutes, agenda preparation, Proxy notification, etc.
- Maintaining all HOA manual records and files.