

TOTAL HOA MANAGEMENT PROGRAM

This basically covers complete and total management of **all aspects** of HOA management. We will do everything associated with overall control of all of the HOA's responsibilities, including:

- All financial (money) operations
- All physical maintenance operations
- All administrative operations
- We basically take over total control of the Association's responsibilities.

However, please note:

- We **do not** provide an on-site Property Manager. If the HOA requires an on-site individual, the HOA will provide the person and we will coordinate and monitor his/her activities.

We also **do not** provide legal services. We are not attorneys. We will use the HOA's attorney(s) and coordinate any necessary actions.

We also **do not** provide CPA-required accounting services. We are not CPAs. We will, however, coordinate all accounting activity with the HOA's CPA/accountant.