



SUMMARY OF ASSOCIATION MANAGEMENT SERVICES

Services Offered	Bookkeeping Contract	Financials Only Contract	Full Service Contract
Collection of Dues	✓	✓	✓
Delinquency Follow Up	✓	✓	✓
Accounts Payable / Receiveable	✓	✓	✓
Monthly Board Member Reporting	✓	✓	✓
Serve As Registered Agent	✓	✓	✓
Community Event Notifications		✓	✓
Reviewing / Updating CCR's with Attorney		✓	✓
Bid Collection		✓	✓
Homeowner Mailings		✓	✓
Facilitate Reserve Study Updates			✓
Year End Tax Preparation			✓
Budget Preparation			✓
Board Meeting Attendance			✓
Preparing Board for Annual Meeting			✓
Annual Meeting Attendance			✓
CCR Compliance Enforcement			✓
CCR Compliance Notices			✓
SOS Renewal			✓

**Additional services are available and each contract is customized for the individual association*