



PURPOSE OF HOMEOWNERS ASSOCIATION

City usually requires HOA if there is common property
Protect / Increase your property values
Create cohesive community

HOA RESPONSIBILITIES

Own common areas - entry
Maintenance of common areas
Enforce the Covenants, Restrictions, and Conditions
Architectural Control

WHAT FIRST SERVICE RESIDENTIAL DOES FOR YOUR HOMEOWNERS ASSOCIATION

ACCOUNTING DEPARTMENT

Process Payables & Receivables
Collections
Attorney Referrals
Monthly, Quarterly & Yearly Financials
Tax Filings

ADMINISTRATIVE

Homeowner & Realtor Inquiries
Process Closings/Transfers
Welcome Packages
Maintain Database
Homeowner Communications, Postcards, Newsletters, Meeting Notices

PROPERTY MANAGEMENT

Property Manager
Manage Vendors
Drive Property to enforce Covenants, Restrictions and Conditions
Monitor Utility Usage
Homeowner Inquires
Process ACC Requests
Acquire & Monitor Assoc. Insurance
Schedule, Facilitate & Attend Meetings
Assist Committees