



List of Services Provided Homeowners Associations

1. Assist Board of Directors in managing the HOA.
2. Attend Annual Meetings at the request of Board of Directors.
3. Prepare and mail all Annual Meeting documents to include: Budget, Proxy, Agenda, previous Minutes.
4. Perform all bookkeeping to include:
 - a. Billing of dues
 - b. Receipt and deposit of dues
 - c. Send statements for dues/assessments and post late fees
 - d. Pay bills
 - e. Provide financial reports monthly to include:
 - General Ledger
 - Owners Summary
 - Bank reconciliations for all accounts
 - Copies of all bills
 - Check Register
 - Cash Flow Report
 - Balance Sheet
5. Place accounts in Collections & file Liens by request of Board of Directors, per state law.
6. Facilitate Federal and State tax returns.
7. File Secretary of State documentation and DORA reports.
8. Provide information to title companies, real estate agents and foreclosure companies, including status reports, ledgers, etc.
9. Keep HOA members informed of all CCIOA (Colorado Common Interest Ownership Act) changes and assist with documents necessary to maintain compliance.
10. Maintain HOA files per state law.
11. Assist in gaining bids from qualified/insured contractors for professional services as requested by the Board of Directors.
12. Manage oversight of Insurance claims.
13. Send out Violation letters per request of the Board of Directors.
14. Provide website with current HOA information. (on HPM website)
15. Be available during normal working hours to respond to Owner Concerns
16. Provide 24/7 emergency answering service.
17. Provide other services as deemed reasonable, possibly with additional cost.
18. Notary Public, State of Colorado services.