



HOMEOWNER ASSOCIATIONS

- **Take the pressure off. Our expertise is in handling the day to day operations so the Board and Homeowners can focus on enjoying their community.**
 - Regular attendance at Board meetings.
 - Maintenance coordination. Let the residents call CPM rather than a Board member.
 - Communicate with Homeowners on behalf of the Board of Directors
 - 24 Hour emergency on-call service.
 - On-Site walk-thrus of the community
 - Compliance letter to those who do not comply with the Declarations and rules of the Association.
 - Prepare and distribute annual meeting notices, proxy requirements and an agenda for meetings.
 - Assist in handling insurance claims
 - Assist title companies with resale certificates and escrow questionnaire information.
 - Keep up with laws and court cases which may affect homeowners
 - Maintain association web pages (coming soon)
 - Over sight of On-Site personnel (if applicable)
 - Consistency. One of the challenges with an HOA Board can be turnover of directors. CPM provides the consistency for the Association through these transitions.

- **Put your Trust in a licensed, bonded, insured company to handle your HOA's financial requirements.**
 - Maintain operating and reserve accounts with signature cards and bank reconciliations
 - Handle accounts payable in a timely manner
 - Provide monthly financial statements
 - Collect assessments and delinquencies.
 - Work with a Board-approved attorney on collections.
 - Assist in the preparation of the annual budget
 - Work with HOA accountant for annual tax and audit preparations

Call us today and let's review your Associations needs.
541.773.6400 or email info@commercialpm.com