

Guide To Service Package Features	SILVER	GOLD	GOLD+
Long Term Planning - 25 Year Master Budget	✓	✓	✓
Annual Meeting Attendance - Lead and answer questions	✓	✓	✓
Annual Meeting Notification & Proxy Distribution	✓	✓	✓
Annual Budget & Assessment Coupons Distribution	✓	✓	✓
Owner email database organization	✓	✓	✓
Support of real estate transfers	✓	✓	✓
Contractor will maintain all files	✓	✓	✓
Personalized website creation	✓	✓	✓
Create and maintain in-house email addresses for Board	✓	✓	✓
Maintain HOA Files (*indicates account files only)	✓ *	✓	✓
Amenity Rentals - Receive	✓	✓	✓
Architectural Requests - Receive	✓	✓	✓
Violations - Receive	✓	✓	✓
Work Orders - Receive	✓	✓	✓
Board of Directors liaison	-	✓	✓
After-hour contacts and 24 emergency assistance services available.	-	✓	✓
Amenity Rentals - Receive & Process	-	✓	✓
Architectural Requests - Receive & Process	-	✓	✓
Work Orders - Receive & Process	-	✓	✓
Violations - Receive & Process	-	✓	✓
Communicate and work with all HOA vendors as needed	-	✓	✓
Avoid the need for litigation of community matters	-	✓	✓
Board Meeting Attendance; Online Support available	-	4	6
Community Inspections - will include no less than 12; all inspections to be reported electronically to the Board who directs all follow-up	-	-	✓
YOUR MONTHLY PACKAGE PAYMENT	REQUEST YOUR FREE QUOTE BELOW!		
YOUR ANNUAL PACKAGE PAYMENT			