

CARMANI ENTERPRISES

carmanienterprises.com

VAN LAKES HOMEOWNERS ASSOCIATION, INC.

PROPOSED MONTHLY MANAGEMENT FEE FOR ONE YEAR - \$625.00
HANDS ON FULL-SERVICE MANAGEMENT AND FINANCIAL MANAGEMENT

- Accrual Accounting method including Community Financial Reports with Integrated Banking (General Ledger, Balance Sheet, Income Statement) CPA reviews if requested (separate costs)
- Prepare proposed yearly budget and year-end profit and loss statements
- Provide detailed financial reports as requested by Board Members
- Assessments collected by Mail or Online
- Manage Assessment Payments, Collections
- Bill Paying and File Maintenance
- Implement Collection Policy and Process with Legal Counsel if needed
- Payments accepted via Credit Cards, Debit Cards, EFT and ACH or by Mail
- Prepare Annual Tax Returns

GENERAL COMMUNITY MANAGEMENT

- Maintain HOA Corporate Status with Florida Department of State
- Proper Notifications to homeowners for all meetings - Required by Florida Statutes
- Self Serve Resident Portal allowing online payments and records access
- Maintain all records of HOA for homeowners' (storage fee \$3/month) - Review upon request
- Maintain Records of BOARD of DIRECTORS Meetings and Minutes
- Sustain adequate insurance for directors & officers, common areas, structures etc.

COMMUNITY and HOMEOWNER PROPERTY OVERSIGHT

- Process Violations – Photograph, Document and Notify homeowners on a regular basis
- Provide guidance for violation fining procedures (if needed) and meetings
- Enforcement of all covenants and restrictions
- Meet and coordinate with vendors for bidding of maintenance, services and general projects
- Thorough review of all contracts / agreements for details and competitiveness
- Monitor quality of common area landscaping maintenance
- Inspect and monitor vendor work in accordance with specifications and agreements

ARCHITECTURAL COMMITTEE GUIDANCE

- Assist BOD & Architectural Review Committee regarding owner requests

****Most printed letters, envelopes, printer ink, community set-up - No additional costs****

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