

## The Proposal Outline

## Van Lakes Homeowners Association

### **Management Services**

- Annual Meeting Attendance
- Vendor and Common Area Oversight/Maintenance Prevention Assessment
- Process Real Estate Resales, Estoppels, Welcome letter to new homeowner
- Designated CAM (always deal to same CAM)
- Assist board members in understanding all new statues and education requirements/send class informaiton

### **Transparent Financials**

- Read only file to bank accounts online for board members
- Financials available 24/7 via portal to board members
- Billing and collecting homeowner dues
- Accounts Payable and Receivable Service
- Annual Budget Preparation
- Annual Tax filing Prep (CPA Files)

### **Effective Collection Process**

- Customized action plan per delinquent account
- No Risk-Zero Cost to Association Notice of Collections
- FDCPA Compliant

### **Maintenance and Compliance Inspections**

- ARC/Construction Review with board
- Courtesy reminders sent to owners and Violation notices/ report available to board members 24/7-Will accept photos sent from board to process violations. (Per our conversation: Provided you have a Compliance committee and do not need me to do drive monthly through inspections.

### **Technology and Streamline Automation**

- Online Document Storage for HOA Records: Covenants, restrictions, meeting minutes and financials
- Ability to make payments and received emailed receipt via owner's portal (Payments can also be mailed to us)
- Ability to communicate announcements, broadcast emails and PDF files via portal
- Contact us for instant communication
- Interactive communication between management company board and committee members
- Homeowners can view online violations and Acc requests Securely (password protected)

### **Management Costs**

Titanium Real Estate Proposes we can provide management services and accounting services to Van Lakes HOA for \$725 per month. That includes the cost of software of adding community into the software system and Homeowner portal and all the above services listed. This price is without monthly inspections. The compliance or board members would just send me picture of the violation and follow up on the cure date. I will send out notices and keep track in the software. Should you desire to have me do sited inspections, we can discuss how often then adjust the pricing. This can be on a "as needed" case also.

Thank you for the opportunity to talk with you about your community needs. Please feel free to reach out with any questions or concerns you may have,

All the Best,

Cathy Nice/CAM

[HOA@TitaniumLakeland.Com](mailto:HOA@TitaniumLakeland.Com) 863-808-0445 / Cell 863-738-5523