



## **Superior Association Management Services**

- Collect Association dues and special assessments as set by the Board each year.
- Pay bills and hire vendors with Board approval.
- Act as agent for the Association to set up Bank accounts for making deposits and withdrawals that are necessary for the Dailey operation of the HOA.
- Answer all questions and inquiries from homeowners.
- Attend Monthly Board meetings and Annual Community meeting.
- Maintain all records of the HOA, including meeting minutes, directories of homeowners, committee meeting minutes.
- Conduct property inspections, file violations and mediate for violation hearing.

## **Accounting/ Services**

- We will prepare monthly financial reports for the Board of Directors and work closely with them to maintain the proper balances in operating and reserve accounts to fund the community.
- Assist in the drafting of the Annual budget for the Board.
- Send Late notices and file suits for non –payment of dues as per HOA guidelines.
- Superior has various options available to homeowners to pay dues from ACH draft, credit cards, on line banking.

## **Maintenance**

- Superior will handle and process all requests for repairs, and maintenance of all common areas.
- Obtain bids for maintenance and repairs for the Community.
- Supervise the repairs and maintenance for the Community.
- 24 hour emergency line.
- The Board will be given at least 2 bids from qualified vendors for any repair or any maintenance issue that may come up.

## **What it takes to be a Successful Team**

Community Homeowners Associations are only successful with a strong active Board and an Association Management Company that knows the North Carolina State laws and the Associations governing documents. New Board members will be given Board orientation class by the Association Management as well as kept informed of any new information concerning Community Associations.