



ACS Complete Management Services

Financial and Administrative Services

Assessment Collection	Cash Management of Reserve Funds
Delinquent Account Assistance	Tax Return Assistance (Coordination with CPA)
Monthly Bills and Invoices	Lien and Lawsuit Filing
Financial Reports	Budget Preparation
Attorney Liaison	Year-End Financial Report
Insurance Liaison	Capital Reserve Analysis
Members Directory	Newsletter Assistance (May include additional costs.)
Records and Filing	Registered Agent
Vendor Insurance Verification	New Member Welcome Package
General Correspondence	Resale Coordination Assistance

Covenant Administration and Governance Services

(Includes Financial/Administrative)

Regular Inspections (Optional)	Architectural Rules
Covenant Enforcement Reports	Modification Request Assistance
Violation Correspondence	Architectural Advisement
Fining or Suspensions	Covenant and Rule Comprehension
Meeting Attendance	Legal Issue Representation

Full Management Services

(Includes Financial/Administrative and Covenant Administration Services)

Online Maintenance Requests	Monthly Management Reports
Maintenance Services	Board Meetings
Requests for Proposals	Organize Community Meetings
Work Orders and Tracking	Committee Assistance
Facility Maintenance Reviews	Education and Training
Contract Review and Follow-up	Clubhouse Reservations
Inventory of Association Assets	Special Projects Management
Developer Transition Process	24/7 Emergency Maintenance Staff