

# Capital Community Management, LLC

A Florida Licensed CAM Firm

## Welcome!

Thank you for your interest in Capital Community Management, LLC. We understand that choosing the right management company is one of the most important decisions a board can make and we thank you for considering us.

*Our aim is to treat your community as well as we treat our own while providing helpful, timely and professional management services.*

## Who Needs Community Association Management?

Hiring professional and competent community management is a great way of ensuring your neighborhood's positive growth while allowing homeowners the best use of their property without the hassle of day-to-day management that communities usually require.

If your Covenants are not being enforced, your books are extremely disorganized or your board meetings rarely get anything accomplished, you may be in need of professional management.

## Why Capital Community Management?

We understand that homeowners bought their homes to enjoy their castle, not to manage books, send letters and carry out meetings. We'll handle the tedium of management while making sure that all community members abide by association regulations. As licensed professionals, we'll be your trusted adviser and a welcome buffer between board and members.



## Our Community Association Management Services

### Administration

- Enforce Covenants & Restrictions and other rules or regulations in accordance with state law.
- Prepare and mail and/or post notices for meetings.
- Attend and moderate meetings.
- Maintain communication with board and community members.
- Send out newsletters, correspondence or other forms of literature as requested by board.
- Handle communications and answer owner questions
- Fulfill estoppels and PUD requests from banks and underwriters

### Accounting and Financial

- Handle incoming moneys and deposit into Association account.
- Maintain accurate books for the Association.
- Provide monthly financial statements for board or for members in accordance with governing documents.
- Verify approved vendors and be a conduit for payments in accordance with budget.
- Assist Association accountant with year-end books for tax preparation.

### Collections

- Prepare and mail out notices for delinquent assessments and fees in accordance with Association documents.
- Work with attorneys to handle liens and foreclosures if necessary.

### Web Sites and Technology

- **(NEW!)** Provide your community with its own web site that includes notices, downloadable documents, calendars and much more!
- Provide board members with a separate e-mail address and e-mail portal (i.e. president@community.com).

### Property Services

- Conduct site inspections of the community for the purpose of identifying C&R/rule violations.
- Notify owners of violations and steps to correct.
- Provide timely assistance to Board to enforce all rules and regulations and C&R's.

