

TR ANDERSON, LLC



COMMUNITY ASSOCIATION
MANAGEMENT

Administrative Services

Communication

- Provide homeowner handbooks and welcome packets
- Address homeowner one-on-one issues
- Act as Board liaison with homeowners and vendors
- Preparation of Board updates

Disclosures

- Prepare Association disclosure statements and related documentation for lenders, sellers and buyers

Legal Liaison

- Act as Board liaison with legal counsel

Insurance

- Solicit bids and make recommendations to Board for master policy
- Initiate risk management activity
- Prepares insurance claims and restoration

Annual Meeting

- Prepares meeting notices, proxies and agenda
- Assist Board with the conduct of the annual meeting

Board Meetings

- Attend and facilitate discussion
- Reference and convey governing document stipulations as needed
- Provide resources for Board decisions
- Provide topical advice and make recommendations
- Implement Board decisions