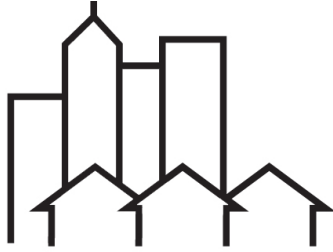


# TR ANDERSON, LLC



COMMUNITY ASSOCIATION  
MANAGEMENT

## Maintenance Services

### **Contract Management**

- **Prepare specifications, solicit bids and submits for Board approval**
- **Coordinate maintenance and repairs**
- **Perform supervision for contractors or community employees**

### **Property Inspections**

- **Conduct scheduled drive-by inspections**
- **Issue photo citations for homeowner violations**
- **Initiate work orders for common area maintenance**

### **Emergencies**

- **Provide 24/7 accessibility for emergency repairs**

### **Architectural Modifications**

- **Manage architectural request and approval process for Board**
- **Perform final inspection for compliance**