

## **Basic Homeowners Association Scope of Service**

**Maintain homeowners database up to date. Will include email addresses as available, but not guaranteed.**

**Maintain accounting records on computerized accounting system.**

**Prepare and mail notices to home owners, collect dues payments and other mail from HOA Post Office Box, post payments to home owners accounts, deposits payments in HOA checking account.**

**Provide electronic payment options for the HOA to allow homeowners an online option for sending payments.**

**Followup on delinquent accounts with late notices up to the point of lien filing. Any lien filing will be with HOA approval and in conjunction with HOA attorney.**

**Correspond with Title Companies, real estate agents, lenders, or closing agents all necessary HOA details for real estate closing purposes.**

**Interact with HOA treasurer to exchange information regarding HOA expenses and post to HOA General ledger.**

**Reconcile Bank account. HOA will either provide online access to bank account or provide monthly bank statements.**

**Provide HOA Treasurer (and/or board of directors) with monthly budgeted financial statement reflecting both month to date and year to date activities.**

**Prepare Annual Federal and State Tax Returns**

**Fee for these services is \$10 per homeowner Invoice per year for HOA's with annual billing. Additional expenses such as postage, certified mail fees, printing, supplies, legal services for liens, paypal charges, etc are additional.**

**HOA will be billed each calendar quarter for 25% of the annual fee plus any expenses incurred in the prior three months. Balance is due on receipt.**

**Paul Sullivan  
On Call Management, Inc.  
7201 N. Charles Way  
Peoria, Il 61614  
[paul@oncallmanagement .com](mailto:paul@oncallmanagement.com)  
(309) 657-133**