

**Sophus Properties
HOA
MANAGEMENT**



Sophus HOA Management Services in San Antonio

- The role of Sophus HOA Management Services is to relieve the Board of Directors from the day-to-day management of the Association and Community.
- Sophus works with the Board to help maintain the value of the community, checking to see that the Deed Restrictions are being adhered to and monitoring the common areas.
- Sophus HOA Management maintains the Association's records including financial reports, correspondence and Board minutes.

Our goal as your managing agent is to provide continuity and professionalism in the operation of the association and serve as a stabilizing force within your community.

We will listen to what the Associations ideas and goals are and find a management solution that fits their needs. We attend meetings; correspond with the board, homeowners and vendors.

We service as the liaison between the association and their vendors, and offer high quality, efficient administrative services at a reasonable cost.

We have state-of-the-art web integration so that homeowners can have access to their information with the click of a button.

HOA SERVICES INCLUDE

- Financial Management
- Maintenance
- Administrative
- Website Administration

If you are interested in obtaining a quote for your Home owners Association, contact us today!

(210) 850-2833

info@SophusProperties.com

HOME OWNER MEMBER LOGIN

Our online portal provides services to the Homeowner such as:

- Homeowner statements
- Pay their HOA dues online
- View upcoming community events
- Submit and monitor their work orders
- Review Bylaws
- Contact HOA management.
- Submit Architectural requests

You can also contact us for a free consultation through our website:

<https://www.SophusProperties.com>

(210) 850-2833

info@SophusProperties.com



HOMEOWNER ASSOCIATION SERVICES

Financial Management

- Provide for the collection deposits of Association dues, charges and assessments.
- Monitor and pursue delinquent accounts and mail monthly notifications for overdue accounts according to the direction or collection policy of the association.
- Maintain records showing receipts and expenditures of the association.
- Prepare and process payments of Association accounts payable.
- Prepare monthly financial and delinquency report.
- Prepare for the Association a proposed annual budget prior to the end of each fiscal year.
- Provide financial and other information to the Association accountant for the timely preparation of tax documents.



HOMEOWNER ASSOCIATION SERVICES

Maintenance

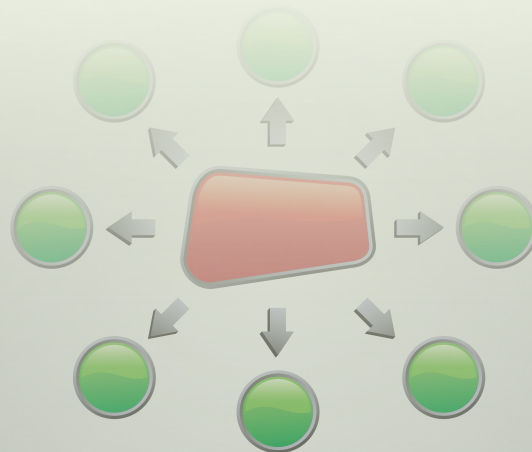
- Obtain competitive bids for contracted services and assist the association in monitoring contractor performance, contract administration, maintaining vendor licenses and insurance documentation, etc.
- Frequent property visits to perform a visual property inspection of contracted work, the Association grounds and external structures, etc.
- Issue and assign work orders to contractors for routine maintenance and repairs.
- Meet with contractors for bid services and explain the expectations of the Association in the performance of the contract.
- Provide a 24x7 maintenance hotline to homeowners.



HOMEOWNER ASSOCIATION SERVICES

Administration

- Assist the board in establishing the goals, objectives, priorities and expectations of the Association.
- Assist the board in its efforts to comply with its covenants, bylaws, rules and regulations of the Association.
- Maintain Association owner records Deed restrictions enforcement , including those requiring board action.
- Coordinate with Association committees to answer questions, submit request to committees, and provide homeowners with results of committee decisions.
- Assist in the development of Association committees.
- Coordinate, attend and participate in quarterly and annual meetings to provide information, answer questions, review finances, etc.



HOMEOWNER ASSOCIATION SERVICES

Administration (Cont.)

- Assist Association with monitoring architectural requests and covenant compliance and issue enforcement letters.
- Receive and review all Association mail and perform appropriate actions.
- Mail authorized payments, violation notices, collection letters, etc.
- Assist Association with the proper and timely completion of governmental reports and licenses as required.
- Assist Association in securing and reviewing insurance as required by the Associations governing documents.
- Assist Association in filing and processing insurance claims.



HOMEOWNER ASSOCIATION SERVICES

Administration (Cont.)

- Assist Association in filing and processing insurance claims.
- Provide board packets to the Association board of directors.
- Board packets will include an agenda previous meeting minutes, financial reports, contractor information and other information.
- Provide welcome package to new owners.
- Respond to homeowner complaints, questions, and requests in a timely and businesslike manner.
- Provide information to and from the Association attorney as may be required Owner online access to financial statements and optional online dues payment



Additionally

- Our full service and Association management relieves the Board of Directors of much of the need to devote personal attention to operating and maintaining an Association.
- Your board members will rest at ease knowing we will take the fiscal, physical and administrative management of the Association at the highest priorities.



If you are interested in obtaining a quote for your Home owners Association, contact us today!

(210) 850-2833

info@SophusProperties.com



Sophus Properties Real Estate Services

Includes:

- Property Management
- Commercial Buying & Selling
- Residential Buying & Selling
- Construction Management
- Project Management
- HOA Management
- Investment Specialists

<https://www.SophusProperties.com>

(210) 850-2833

info@SophusProperties.com