

The Role of Essex Association Management, L.P.

The day-to-day functions of your management team includes many different tasks.

Such tasks may include, but are not limited to:

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and, in the operation, and business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP standards (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Help the Board develop and prepare Association budgets
- Work with an independent CPA firm for periodic financial audits of Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls and e-mails
- Help the Board budget and/or plan for Reserve Fund Contributions

What Your Assessments Pay For

As your Managing Agent, it the goal of Essex Association Management to provide your community with quality service while fostering a mutual relationship of respect and trust.

- **General maintenance of all common areas:**
 - Mowing, edging, tree trimming, chemical treatments
 - Replacement of trees and shrubs in the common areas
 - Installation and maintenance of seasonal color changes and mulch
 - Porter services
- **Utilities**
 - To operate and maintain the Association's amenities, common areas and elements, irrigation, lighting, and more
- **Repairs and General Maintenance of the Common Areas, Elements, and Amenities**
- **Legal and tax services**
 - Filing corporate, property, federal and state taxes, preparing for annual audits, and continual upkeep of Association books and records
- **Insurance premiums**
 - Ensuring the proper insurance is obtained, maintained, and premiums are met
- **General and Administrative services providing numerous Association related services to include, but not limited to, website maintenance, incoming and out-going correspondence, Architectural and Compliance Notices, filing Association documents, meetings and more.**

AVAILABLE ON YOUR HOA WEBSITE

- **ACC Request Forms may now be Submitted Online.**
 - **Income Statements and Balance Sheets**
 - **Governing Documents**
 - **Important Phone Numbers**
 - **Bulletin Board**
 - **Volunteer Forms**
 - **Email Updates: Sign up Now!**



Register on your community's HOA Website Today!!