



All-in-One Community Management, Inc. provides local neighborhoods with the necessary tools to efficiently run their home owner's associations. Our goal is to provide consistent attention to detail in the day-to-day operations of your community.

Accounting and Financials

- In House Accounting and Financials
- Provide Monthly Financial Statements - Balance Sheet, Statement of Income & Expense with Budget Comparison, Reconciled Bank Statements and Delinquent Assessments
- Prepare Annual Financial Report
- Assist in Organization & Documentation of Information for Filing of State & Federal Income Tax Returns by the CPA
- Prepare and File Annual 1099's

Architectural / Covenant Enforcement

- Enforce Covenants, Bylaws, and Architectural Guidelines
- Monthly Drive Thru with Enforcement Letter
- Monthly Violation Report
- Recheck Property Before Mailing Last Violation Letter / Per BOD Policy
- Architectural Requests and Reports Per BOD Policy

Amenities / Clubhouse

- Inspect Amenity Areas Twice Monthly and Report Findings to BOD with Prioritized Recommendations
- Develop and Implement a Schedule to Maintain Amenities To Be Incorporated Into Budget with BOD Approval

Administrative Functions

- Timely Homeowner and BOD Correspondence
- Database to Track Detailed Owner Information
- Collect Homeowner Dues and Fees
- Attend Quarterly Board of Director Meetings
- Prepare Annual Association Report for Annual Meeting
- Attend Annual Meetings

Vendors / Contractors

- Collect / Screen Bids and Verify References
- Negotiate and Work With Vendors
- Oversee Completion of Work Before Paying Invoices
- Communicate to BOD Any Potential Problems or Delays