

**Premier Community Management**  
**3930 S. Alma School Road, Suite 10**  
**Chandler, AZ 85248**

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### **PREMIER COMMUNITY MANAGEMENT SERVICES INCLUDE....**

- A professional and experienced Community Manager
- Weekly community inspections for violations
- Weekly inspections of common areas
- Attend and prepare monthly Board meetings
- Processing of all accounts payables and receivables
- Automatic withdrawal for payment of association fees
- Monthly financial reports due to the Board by the 15th of each month
- Year-end Accounting
- Coordinate with contractors and collect bids as necessary
- Member correspondence
- Maintain individual member lot files
- Prepare proposed annual operating budget
- Provide Board an association inventory once a year
- Enforce association's policies and procedures, including design guidelines, fine policy and collection policy
- Provide "live" after-hours answering service seven days per week
- Provide Board continual state specific updates of homeowner association law requirements
- Monthly reporting which includes management report, violation report, and workorder report
- Provide and prepare all required documents in the transfer of lot ownership
- Board Training Seminars