

# Premium Administrative & Consulting Services

## A-Z

- Annual Disclosure Preparations
- Attorney Proposals
- Ballot Preparations and/or Guidance
- Bid Requests for Reserve Studies, Audits, Review and Tax Prep
- Budget Preparations
- Capital Improvement Limitations
- Community Notices
- Compliance Calendar Preparations
- CPA Referrals & Proposals
- Dues Increase Limitations & Voting Requirements
- Election Administration, Inspector of Election Referrals & Templates
- Enforcement Policy Administration
- Fine Policy Procedures and Guidance
- Form Development (Electronic Consent, Arch Requests, Member Information, etc.)
- Governing Document Updates (Guidance on Appropriate Documents to Change, Attorney Referrals & Processes Required)
- Insurance Referrals & Proposal Assistance
- Loan Arrangements & Requirements
- Management Consulting
- Meeting Agenda Templates & Guidance
- Meeting Minute Templates & Guidance
- Newsletter Templates and Preparations
- Nomination Notice Templates & Distribution
- Roberts Rules of Order
- Special Assessment Guidance & Ballot Preparations
- Tax Preparation Proposals
- Template Preparations (Letters, Ballots, Notices, etc.)
- Violation Letters for Rules Enforcement

For more information on these services, please call (888)854-9444 option 6 or email [tawny@hoa-accounting.com](mailto:tawny@hoa-accounting.com).

