

# Rocky Mountain Property HOA

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Location **Colorado**  
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QR Code Link to This Post Rocky Mountain Property HOA offers vital support to Front Range residents. We understand the issues HOA deal with on a daily base with regard to members, vendor, complying with Colorado state statues regulating HOA which are constantly changing and have the experience and expertise to deal with the issues in a professional hands on approach. Our main goal is to make your community a place you are proud to call home.

Here are the services that we offer:

### MEETINGS

- Agenda Preparation
  - Board Packet Prior to Meetings
  - Conduct Meetings
  - Facilitate Meetings
  - Document "To Do" Lists
  - Conduct Annual Meetings
  - Facilitate Design Review Meetings
  - Conduct Informational Meetings
  - Conduct Special Meetings
  - Minutes Preparation
- ### ACCOUNTING SERVICES
- Budget Preparation
  - Twenty Year Reserve Planning

- Financial Reporting
- Bank Accounts Management
- Bookkeeping
- Delinquent Account Follow up
- Open Filing & Close
- Accounts Payable
- Attorney Liaison
- Membership Records
- Title Transfer Processing
- CPA Liaison
- Attorney Liaison for Delinquencies

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## INSPECTIONS

Weekly Inspections  
Inspection Reports  
Photographic Documentation  
Cellular Phone Response  
Work Order Verification  
Pre-Bid Inspections  
Board Walk-Throughs  
Contractor Performance Monitoring

## ADMINISTRATIVE SERVICES

Association Record Keeping  
Correspondence Preparation  
Insurance Company Liaison  
Desktop Publishing  
Newsletters  
Mailings  
24 Hour Emergency Response  
Covenant Logs & Letters  
Bid Solicitation  
Work Order Insurance  
Contract Liaison  
Design Review Request Processing

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