



4910 Corporate Drive, Ste C
Huntsville, AL 35805
256-430-3088 (Phone)
256-430-3409 (Fax)
www.Hughes-Properties.com

Role of the Management Company

As the property management company, Hughes Properties is responsible for the day to day operations of your non-profit organization.

Some of the duties performed by Hughes Properties include...

- Working with realtors, banks, and builders to verify the status of assessments for resale & foreclosures
- Work with property managers of rental properties to ensure renters abide by the Covenants
- Receive, record and deposit assessments for new homeowners/ closings
- Invoice and process payments of Assessment as defined by the Covenants of the community.
- Input monthly late fees & send statements for all delinquent accounts.
- Work with attorney to file liens for homes that are seriously delinquent (as directed by the Board)
- Coordinate monthly payments to applicable parties
- Reconcile bank accounts monthly
- Maintain records in preparation for annual tax filing
- Provide monthly reports to the Board via email
- Tour(s) done dependant on availability, recording covenant violations *
- Provide a report to the Board on a monthly basis, to include violations noted, ARC forms submitted, Monthly Budget report and Hughes Properties Recap.
- Prepare and mail notices of violation
- Attend the Annual Board meeting as availability allows
- Work with the Architectural Control Committee on submissions – Hughes Logs the applications in and forwards to the ARC for review.
- Mail letters and notices to the community as prepared and directed by the Board
- Verify and address owner concerns/ complaints as they pertain to the covenants – neighbor to neighbor issues are not addressed.
- Work with owners to relay issues or conflicts to the Board as they pertain to the covenants
- Provide Vendor names to bid for repair work and/ or maintenance as needed
- Hughes does NOT maintain any social media, website, facebook, social directory or master email list

Hughes Properties works under the *DIRECTION AND SUPERVISION* of the Board of Directors to provide the above services needed for your community. No decision is made without specific instructions and input from the Board.

Violations Enforcement:

As noted above, tours are conducted on availability - (with the exception of during the months of Oct thru March - During these months there is a lot of administrative duties – mail outs for nomination forms, ballots, preparation for next years budget, annual invoices to be mailed, process payments generated from annual invoices, preparation for yearend, annual tax returns, 1099's all of these have dated deadlines.)

***Any problems noted are recorded and addressed via written notification from Hughes Properties. Notifications are sent based on what is seen AT THE TIME OF THE TOUR.**

If there is a question concerning how to address an issue or if there is a dispute concerning the validity of a violation, the issue is referred to THE BOARD.