

# OUR PROMISE LOOK AHEAD

Dear Resident,

Herman Management is a comprehensive association management company. We pride ourselves in creating a structured environment for your association to operate within. More importantly, we understand that your homeowners association and the business of living in a community means so much more. Our promise, our standards and our mission are developed around the idea that we serve the resident. Your home is so much more than just four walls. It's where you lay your head at night, it's where your kids play and families thrive. At Herman Management, our goal is to make life easier for you and your community to enjoy by taking away the sometime unpleasant task of the business aspect of your community. We are confident you will find our team and our business philosophy a perfect fit for your community.

Sincerely,

*-Kevin Herman*



800-732-9695

[WWW.HERMANMANAGEMENT.COM](http://WWW.HERMANMANAGEMENT.COM)

# HERMAN MANAGEMENT



## MANAGEMENT YOU CAN TRUST

Professional Residential  
Association Management

[WWW.HERMANMANAGEMENT.COM](http://WWW.HERMANMANAGEMENT.COM)

# ABOUT US

Herman Management is a professional residential association management company specializing in Single-Family Residential, Live-Work, Condominiums and Townhome communities with or without amenities.

Our company provides comprehensive management services to associations and their residents. We provide experience and association management knowledge to our partners. We work in synergy with the community Board of Directors to ensure communities are functioning efficiently.

We are committed to providing our clients with the highest quality of service and products. Your community is your HOME. It's where your children play and where you rest your head at night.

Our services provide a peace of mind for the business side of your community.



## Qualified Professional Management Services

### OUR GOAL

**To provide high quality association management to homeowners and developers with emphasis on client services and fiscal responsibility.**

### OUR STANDARD

**To deal honestly and fairly with all homeowners, developers, vendors and agencies on a daily basis. We strive to communicate effectively and in a timely manner.**



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## SERVICES

Herman Management can assist you with tasks that relate to the management and responsibilities of your Homeowners Association. Below is a list of the most common services we perform for our clients:

### COMMUNICATION & ADMINISTRATION

- Establish Association organization & operating procedure
- No cost web site services
- General correspondence
- Special mailings
- Attorney and county/city liaison
- Record and file management
- Policy rules & regulation enforcement
- Bid specifications, preparation coordination
- Vendor services coordination
- Insurance
- Customer request response
- Meeting coordination and attendance
- Create real time owner information listing

### FINANCIAL MANAGEMENT

- Bill all assessments and track accounts receivable
- Monthly statement preparation and mailing
- Receive all funds using effective cash management strategies
- No cost lockbox service
- Send legal delinquency notices and suspension of rights letters
- Perform collection services as directed
- Lien filing / Foreclosure coordination
- Reconcile all accounts, including checking, money market, etc.
- Provide board level review of non routine billing
- Prepare and release checks
- Monthly comprehensive financial reporting package
- Budget preparation preliminary and finalization
- Coordination of tax return completion
- Year-end financial report