

# Management Responsibilities

## HRCAM Provided Services

HRC Association Management provides HOA management services to condo, single family and townhome communities across Central Iowa and the Omaha area.

HRCAM has an experienced team of property managers, maintenance technicians, customer care coordinators, and accountants who are dedicated to providing excellent customer service through responsible stewardship of the community association's resources and management of its responsibility elements.

Our actions are directed by the association's governing documents, the Board of Directors, and the Management Agreement.



### **Administrative**

- General Communication
- Homeowner & Board Portal
- Records Maintenance
- Broadcast Messaging
- Covenant Compliance
- Amenity Reservations
- Access Cards
- Annual & Board Meetings
- Mailings

### **Property Services**

- Emergency Services – 24/7
- Property Inspections
- Common Area Maintenance
- Covenant Compliance
- Architectural Requests

### **Vendor Management**

- Bids and Contracts
- Performance Oversight
- Project Management

### **Maintenance**

- Preventative Maintenance
- Common Area Service Requests
- Project Supervision

### **Financial Services**

- Accounts Receivable
- Accounts Payable
- Banking Administration
- Budgets
- Delinquent Account Collections
- Financial Reporting

### **Insurance**

- Procurement
- Claim Administration
- Compliance

### **Closing Documents**

- Dues Certification
- Condo Questionnaires
- Certification of Insurance