

Cascade Property Management Responsibilities

Includes: Accounting Services;

- Paying monthly bills
- Customized monthly financial reports
- Collection of monthly/quarterly fees
- Debt collection
- End of the year reporting
- Account budgeting
- Bank Reconciliation
- HOA Bank Account, transferring of all monies and start up are included
- All office supplies are included

Providing new welcome packets

Attendance at regular HOA meetings

Vendor compliance, working with your existing vendors or helping you select new ones

HOA Violations – Letters and Fines

Liaison with other management companies

Communication, the key a winning team and association

Additional fees may include:

- Legal Representation & Lien placement: you pay as you need them
- Tax Return / Audit
- Website

Cascade Property Management, LLC

1431 N. Main St.
Hampstead, MD 21074

Phone: 410-871-4303

Fax: 410-871-4329

E-mail: info@cascadepropertymanagement.net

Website: www.cascadepropertymanagement.net