

## ≈ What will a management company do for our HOA?

1. Maintain all records for the HOA
2. Maintain the HOA website.
3. Prepare and receive all bids for contractors for the HOA. (The Executive Board makes the final decision.)
4. Prepare mailings
5. Serve as the Non-compliance committee.
6. Work with the Board to prepare the annual budget.
7. Be the liaison between lot owners and the Executive Board.
8. Be the liaison between lot owners and any vendors for the HOA.
9. Handle most legal matters.
10. Handle Executive Board elections.



## ≈ What are the limitations of a management company?

1. All of their duties will be mandated and/or approved by the Executive Board.
2. The management company must follow all the HOA governing documents – the By-laws, Regulations, and Executive Board policies.
3. A HOA management company does not take the place of the elected Executive Board. All business decisions would still be made by the elected Executive Board.

## ≈ What current costs will be eliminated from the HOA budget if we use a management company?

1. No annual salary for the secretary – savings of \$1,200.
2. Legal fees will either be eliminated or greatly minimized.
3. Cost of newsletter printing will be absorbed into the HOA fees.



## ≈ What HOA fees will be affected by hiring a management company?

Since the costs of hiring the management company would be shared by all lot owners, the fee for hiring a management company would be part of the annual fee for each lot.

The annual fee will be paid quarterly instead of one or twice a year payments, thus making it easier for lot owners to budget the payments.



## ≈ How much will this cost me?

Depending on which management company is hired, there will be an approximate **\$9.00 fee** increase per month for each lot.



## ≈ What does a vote to allow the hiring of a management company mean?

A “yes” vote on the proposed HOA management company give the Executive Board the ability to hire a management company. The Executive Board would do cost comparisons, benefit comparison, and compare the general work to be done by a management company. The Board is evaluating two management companies. A “yes” vote is not a vote for a particular management company but gives the Executive Board the flexibility to hire the best management company for our HOA.

❧ What are the benefits of hiring a management company?

1. Unbiased compliance enforcement.
2. Legal knowledge of HOA laws within the Commonwealth of PA.
3. All HOA records are held in one place by professionals.
4. The Executive Board is still elected and is still in charge. The management company only manages the delegated business side of the HOA.
5. Up to date knowledge of HOA governance including legal issues.
6. HOA Management Stability as Board members transition on and off the Board.
7. 24/7 ability to register a concern to the HOA.
8. Professional interaction with lot owners.
9. Cost control of fees.
10. Real estate settlement information is handled professionally.
11. Properties maintain higher resale value.



QUESTIONS OR CONCERNS?

If you have any questions for the Executive Board, or have any concerns regarding the hiring of a management company for our community, please email the Board at:

[ashcombefarmshoa@yahoo.com](mailto:ashcombefarmshoa@yahoo.com)

-OR-

You can mail a letter to:

Ashcombe Farms Dover HOA, PO  
Box 121, Dover, PA 17315

-OR-

Put your note in the HOA Drop Box on Ashcombe Drive.



*Ashcombe Farms*

❧ Dover HOA ❧



Management Company Information

