



**Texas Crosswinds Realty and Management**

**1880 Greenfield Plaza**

**Bryan, Texas 77802**

**979-268-3200**

Texas Crosswinds would like to thank you for the opportunity to submit a proposal to your Homeowners Association. The following would be the scope of work to be performed by Texas Crosswinds Realty:

1. Completion of annual budgets for submission and approval of President of the HOA.
2. Acquiring bids for work to be performed on or for the association, including but not limited to insurance, yard care, etc.
3. Texas Crosswinds Realty will monitor all insurance policies and will assist in the insurance acquisition and/or renewal.
4. Responsible for proper maintenance of grounds, landscaping and supervision of all subcontractors.
5. Our office shall assist in enforcing rules, regulations, including new rules and regulations that may be adopted in the future. That assistance would include monitoring for infractions and posting and or mailing notices of violations.
6. Full accounting service which would include:
  - a. Accounts receivable
  - b. Accounts payable
  - c. Monthly reports to approved members
  - d. Bank Reconciliation
  - e. Year- end report to CPA for reporting to the IRS
7. Process for collecting Homeowner's dues:

- a. Phone call made to the homeowner on the 10<sup>th</sup>.
- b. Letters will be mailed on the 15<sup>th</sup> day of the month if dues have not been received.
- c. Upon letter being sent to the past due homeowner, a call to the President or the appointed person of the association will be made to inform of the delinquent status.
- d. Upon the direction of the President, a second demand letter would be mailed  
via certified mail.
- e. Texas Crosswinds Realty will consult with board approved attorney for collection of dues and possible filing of a lien upon homeowners unit. This would be done with full board approval.
8. Texas Crosswinds Realty will work closely with the board in preparing for the annual meeting and throughout the year on any matter that may arise.
9. Please see the attached outline of cost.

Thank you for your consideration. Should you have any questions please feel free to call our office at 979-268-3200. we look forward to the opportunity to work with you.

Sincerely,

Debi McKamie 254-733-6918 cell

Carolyn Pinson 979-574-4214

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[www.texascrosswinds.com](http://www.texascrosswinds.com)