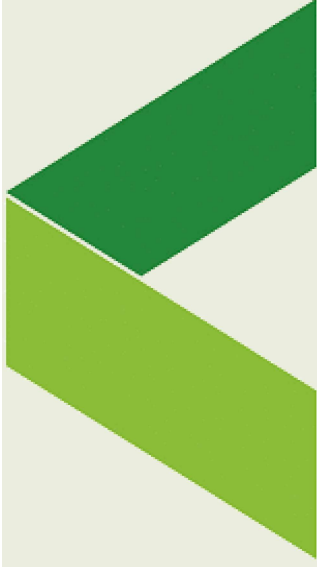




A.R.K. MANAGEMENT

Affordable. Reliable. Knowledgeable. Community Management

...when excellence matters

Why A.R.K. Management

We answer only to our
clients

Small boutique style feel
with infrastructure that
rivals that of the largest
firms

Executive leadership with
extensive management,
consulting and academic
experience

Proven successful track
record. Our clients love to
brag about our service

In-depth knowledge of
Developer/DRE (new
development), aging
infrastructure and Green
Technology Communities

We don't nickel and dime
our clients

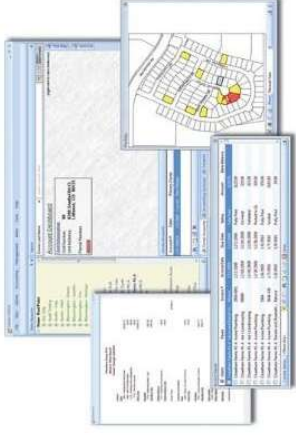


STATE OF THE ART TECHNOLOGY



AvidXchange provides accounts payable solutions that streamlines invoice capture, intelligently routes approvals automates payments reducing costs, improving productivity and eliminating paper from the process. Used by many Fortune 500 and 1000 companies, as well as many government agencies. AvidXchange brings complete transparency and accountability to your community. For more information, please click on the link below to watch the AvidXchange Demo:

[AvidXchange Website Demo](#)

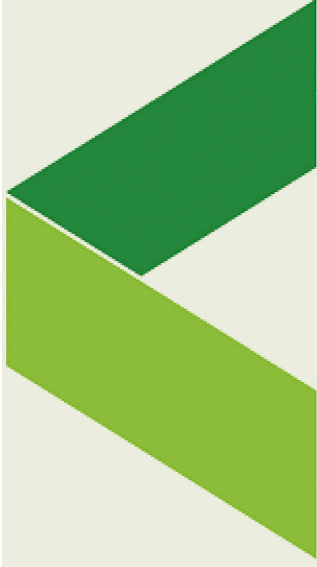


Caliber is an accounting software product with fully integrated property management features. It offers AP, AR, GL, cash, accrual, and modified accrual-basis, compliance, maintenance, architectural, delinquency, and much more. Caliber is the most advanced system of its kind and was created specifically for the HOA Management Industry.

[Caliber Website Demo](#)



FORMS AND WORK PRODUCT SAMPLES



A.R.K. MANAGEMENT

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...when excellence matters



FINANCIAL STATEMENTS

[CLICK HERE TO VIEW SAMPLE FINANCIAL STATEMENTS](#)

ARK Management provides personalized financial services customized for your community. We are committed to the financial strength and stability of your community. Our extensive financial services are on a modified accrual system. Our financial staff and managers stay abreast of the latest industry and governmental best practices in community association accounting and management and are focused on building your community's long-term value.

- ✓ Comprehensive financial reports, including balance sheets, income statements, general ledgers, accounts payable, check disbursements, and income and expense budgeting
- ✓ Account reconciliation for checking, savings, and money market accounts
- ✓ Year-end financial package preparation
- ✓ Check preparation and release
- ✓ Investment fund monitoring
- ✓ Accounts payable processing
- ✓ Assessments billing and accounts receivable tracking
- ✓ Collection services through lien when authorized
- ✓ Escrow demand oversight
- ✓ Electronic funds management



ANNUAL CALENDAR

[CLICK HERE TO VIEW ANNUAL CALENDAR](#)

A comprehensive Annual Calendar facilitates communication, keeps you organized and assists your Manager in ensuring all of your legal requirements, maintenance needs and other important events are met. From the Board perspective, it assists its members in knowing what is on the horizon. The Annual Calendar can be provided in hard copy form (like the example), or uploaded into Outlook.



AGENDA, MANAGEMENT REPORT & MINUTES – OH MY!

[CLICK HERE FOR SAMPLE DOCUMENTS](#)

Proper preparation for Board Meetings is an essential part of HOA Management. Our Managers work with the Board to ensure your Agenda is prepared and posted in accordance with state law. Our Management Reports are comprehensive in scope and delivered in ample time to allow Board Members to come to meetings prepared to make decisions. Minutes are prepared within one week of the meeting and forwarded to the Board Secretary for review while the business accomplished at the meeting is still fresh.



ENFORCEMENT & MAINTENANCE

[CLICK HERE TO VIEW ENFORCEMENT LOG](#)

[CLICK HERE TO VIEW MAINTENANCE LOG](#)

Keeping track of enforcement and maintenance issues is paramount to good management. Through ARK Management's operating system, Caliber, we have the tools to track enforcement and maintenance issues so that nothing slips through the cracks.



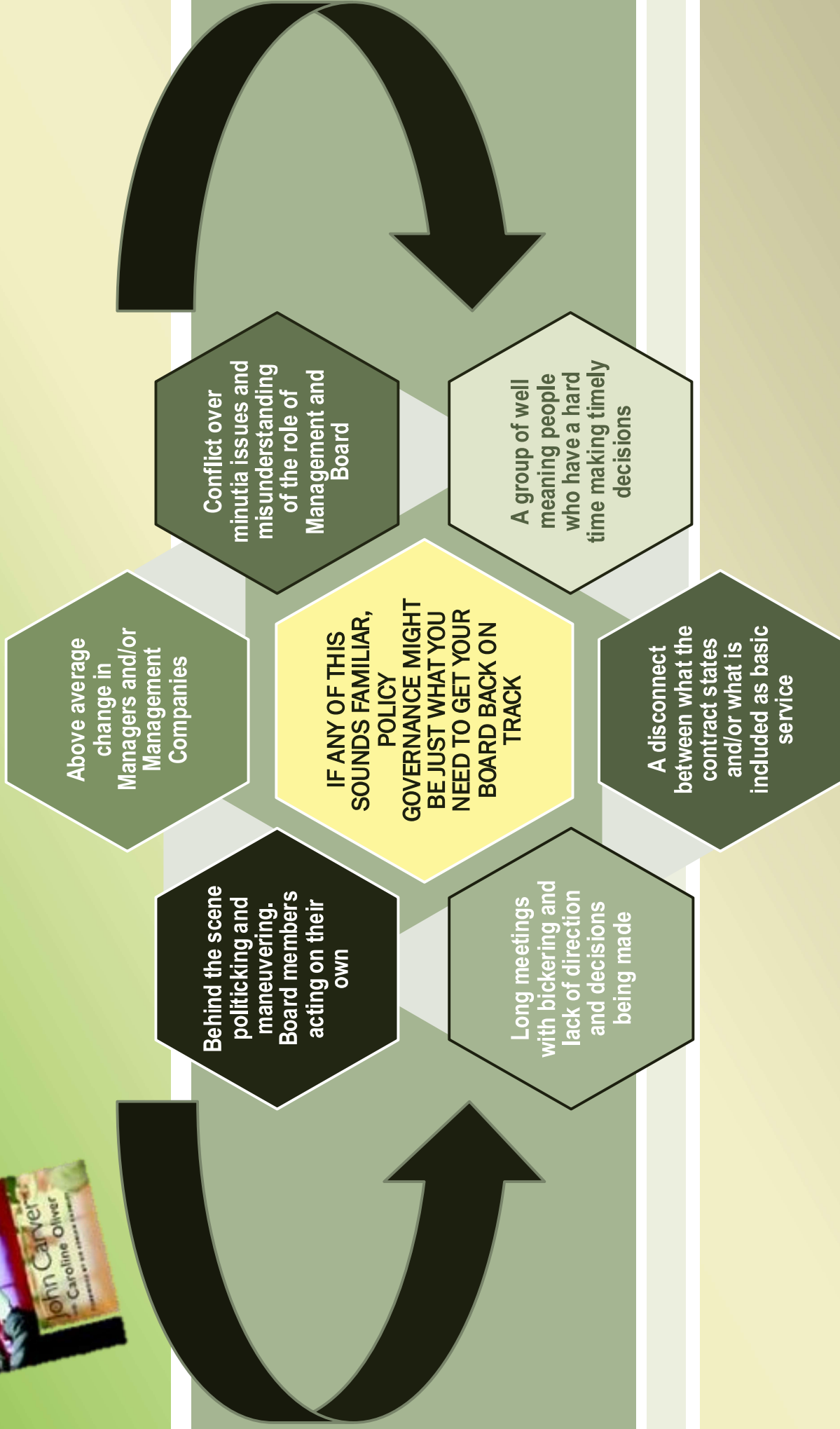
MENU OF SERVICES

Entering into an Agreement with A.R.K. Management means that you pay one price each month for all your contracted services, including printing and other customary administrative charges. That does not mean we do not have additional charges; however, we find that disclosing all charges up front, rather than providing a low base fee and then “nickel and diming” our clients to death, earns our clients’ trust. Additional costs will be communicated to the Board prior to the additional project being executed or are clearly presented in our exhibit.

As part of the interview and contract process, we will work with you to define your desired/needed level of service. At each Board meeting, we will then present you with your customized menu to show where you stand in terms of used/remaining service.



IS POLICY GOVERNANCE RIGHT FOR YOUR COMMUNITY?





IS POLICY GOVERNANCE RIGHT FOR YOUR COMMUNITY?

[CLICK FOR SAMPLE OF BOARD POLICIES](#)

Most Board of Directors have similar goals, a well-run community, financial health and adherence to best business practices and the governing laws and documents. The diversity as to how this is accomplished, or the business acumen of the leadership, sometimes leads to misunderstandings and internal conflict. Through setting up a system of governance that is predicated on the quorum voice of the Board, many conflicts can be resolved, or completely avoided with written policies, procedures and resolutions. If conflict occurs, the ability to refer to the adopted documents takes out the “personal” and instead places focus on the defined expectation. The governing policies, procedures and resolutions are living documents that can be changed upon quorum vote; therefore each Board is afforded the opportunity to determine the manner in which they wish to govern themselves. Defined operations not only assists with the current Board, but will set a long term system of operations for years to come.

Included for your review are a few sample policies or excerpts that have been taken directly from one community's vision. Please keep in mind that the adopted policies are customizable to each individual Board of Directors.



PUTTING THE PIECES TOGETHER

[CLICK FOR SAMPLE BOARD SUPPORTING POLICIES](#)

Once a Board has clearly defined their Governance and Operations, many find it helpful to have supporting policies and procedures to define expectations and operations. By putting together a fully functioning set of policies, a Board has more time to focus on End Results (Vision) while allowing the Manager to define the Means to get them where they want to be.

The sample documents provided are taken directly from one community's vision. Please keep in mind that the adopted policies are customizable to each individual Board of Directors.

THANK YOU!



kelly@ark-management.com

www.ark-management.com