



MANAGEMENT PROPOSAL REQUEST

Community Name: _____ Community Location: _____

How did you hear about us: _____

Number of Units _____ Single Family _____ Townhomes _____ Condominium _____

Current Assessment Fees Processed

__ Monthly \$____.____ per home __ Quarterly \$____.____ per home

__ Yearly \$____.____ per home __ (Other)_____ \$____.____ per home

Current Assessment Fees Billed __ Statements __ Coupons __ (Other)_____

Board Meetings Held __ Monthly __ Quarterly

Fiscal Year: _____ to _____ Annual Meeting Month: _____

__ (Other)_____

Please check the services the Association needs or would like to have

__ Management Services __ Community Directory __ Administrative Services

__ Community Newsletter __ Financial Services __ Pool Pass Control

__ Architectural Control __ Clubhouse Rental Control __ Website Design and Hosting

__ Parking Control __ Other _____ __ Other _____

Board Members

President: _____ email: _____ phone: _____

Vice Pres: _____ email: _____ phone: _____

Secretary: _____ email: _____ phone: _____

Treasurer: _____ email: _____ phone: _____

At-Large: _____ email: _____ phone: _____

Before a proposal request can be processed accurately the following information is needed and required:

- | | |
|---|------------------------------------|
| 1. A copy of the Governing Documents | 4. Current Year Budget |
| 2. Financial Statement YTD (year to date) | 5. Replacement Reserve Study |
| 3. Previous Year Financial Report | 6. Board Member names/contact info |

Please forward this request and the required documents to or call for us to schedule a pickup:

Aubinoe Management
PO Box 596
Warrenton, Virginia 20188-0596

866/388-0108 Toll Free 540/349-3000 Local 540/349-0140 Fax