

**Phone:(936)521-6900**

**Fax:(936)521-6901**

**Email: [sppellc@sppellc.com](mailto:sppellc@sppellc.com)**

Below is a brief a summary of SPPE services. Please contact us if you have questions or would like additional information.

**INDIVIDUAL HOME OWNERS:**

- Leasing Services and Selling Services.
- List homes on MLS.
- Show property 7 days a week.
- On call 24 hours 7 days a week in case of an emergency.
- Assist in obtaining quotes and bids for make ready and repairs.
- Follow through with evictions if necessary.

**COMMUNITY AND HOME OWNER ASSOCIATIONS:**

- Assist in preparing and planning for Annual and General Meeting including sending news letters, provide current financial reports, and update on previous meeting requests.
- Assist the Home Association's Board of Directors with interpreting and implementing the HOA's Rules and By Laws.
- Act as liaison of affairs on behalf of the Board when enforcing Rules and By Laws of the Community.
- Offer several payment options for home owners, i.e., Check, Automated Draft, Credit Card.
- Provide all necessary fiscal responsibilities including setting up individual bank accounts for each Association.
- Financial Reports can be provided on a monthly, quarterly, or annually basis.
- Pay monthly bills accrued by HOA, i.e., insurance, electric, landscaping, etc.
- Operate as the custodian of all records.
- Act as liaison of affairs on behalf of the Board when enforcing Rules and By Laws of the Community.
- Assist Board in developing and disseminating welcoming packet to new owners of the community.
- Provide 24 hour 7 days a week emergency on call service.
- Maintain regular Property Inspections.
- Collections
- Prep for Audits and Review of Associations Books for Auditor's.
- Support and Administration of Architectural Control.

**DEVELOPER:**

- Assist in Pre and Post development of a community.
- Assist Developer in drafting Rules and By-Laws of the community.
- Act as liaison between developer and home owners to effectively making the transition in the developmental stage to a self standing Community Association.
- Assist home owners in creating a governing board.

**COMMERCIAL PROPERTIES:**

- Leasing
- Selling
- Management