

HOW OFTEN ARE ASSESSMENTS PAID

- MONTHLY
- QUARTERLY

- SEMI-ANNUAL
- ANNUALLY

METHOD OF FINANCIAL REPORTING

- CASH BASIS
- MODIFIED ACCRUAL

- ACCRUAL

SERVICE REQUIRED

- FULL MANAGEMENT
- ACCOUNTING ONLY
- SOME LEVEL OF PARTIAL MANAGEMENT
(*Must Include Accounting Service*)
 - ✓ ANNUAL MEETING PREPARATION & ATTENDANCE
 - ✓ ATTEND BOARD MEETINGS
 - ✓ CC&R ENFORCEMENT
 - ✓ SPECIAL MAILINGS
 - ✓ OVERSEE COMMON AREA MAINTENANCE

LIST ANY SPECIAL REQUIREMENTS

NAME OF PERSON MAKING REQUEST

POSITION HELD ON THE BOARD

CONTACT NUMBER

EMAIL ADDRESS

PLEASE INDICATE THE NAME,

ADDRESS AND PHONE NUMBER

OF THE BOARD PRESIDENT

PLEASE MAIL ____ COPY(S) OF MANAGEMENT PROPOSAL TO:

NAME

ADDRESS

IN ORDER TO PROVIDE A PROPOSAL FOR YOUR COMMUNITY WE REQUIRE THIS FORM BE COMPLETED, A COPY OF THE COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs) AND CURRENT FINANCIALS.

PLEASE MAIL, FAX OR EMAIL TO:

**SOUTHWEST COMMUNITY MANAGEMENT
POST OFFICE BOX 14767
SCOTTSDALE, AZ 85267-4767**

480-657-9148 FAX

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