



## Common Development Management, Inc.

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Thank you for taking the time to review our services for HOA accounting and customer service.

I would like to introduce our company Common Development Management, Inc. as being different from most property management companies; the difference is in the delivery! We tailor our services to specific individual needs of each association. Even though we are a small full service company, we believe our personal commitment will give Board members something they cannot find in larger companies: excellent, personal, hands-on service. Let me take this opportunity to explain a little more about CDM and myself. Our primary office is conveniently located in Walnut Creek and our satellite office is located in Oakland. We are a family owned business with a personal interest in giving the best to our clients by being accessible, responsive and reliable. As founder and president, I am both a CCAM (California Community Association Manager) and a CMF (Community Management Firm) with over fourteen year's experience managing homeowner associations. We have been in business for going on six years. We have seven employees with a portfolio of twenty seven associations and seven of those associations we provide accounting services only.

**We believe that our customers should be able to speak directly with a knowledgeable person and not be frustrated leaving messages on voice mail.** We are here to assist homeowners and the association in problem solving to resolve any and all issues that may arise. We have experienced staff to manage our Homeowners Associations; I have managed some of these Associations for more than 13years. We pride ourselves in our knowledge of current and ever-changing industry regulations and legislation. CDM has installed the most up-to-date office automation and information technology systems. This allows us to track appropriate work orders, reports, and phone calls, messages received, messages sent, and provide an annual calendar to list routine maintenance for the association. We also provide complete accounting services, including monthly an annual financial statements, monthly billings and collections, accounts payable management and annual budget preparation.

CDM has a business relationship with most CID (Common Interest Development) professionals, banking institutions and service providers. Our Common Development Maintenance division can provide most contractor services: Electrical, Plumbing, Painting, Hauling and Construction. I have enclosed a CDM brochure for your convenience. Please call me anytime on my cell at 925/250-4077 to discuss CDM services. I look forward to providing you with a proposal tailored to your specific needs.

If you wish to contact some of our existing clients for references will be provided upon written request.