



Elite Community Management

11915 Main Street, Fredericksburg, VA 22408

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**REQUESTOR INFORMATION:**

1. What is your name? \_\_\_\_\_
2. What is your position with the Association? \_\_\_\_\_
3. What is the best way to contact you (phone/email)? \_\_\_\_\_

**ASSOCIATION INFORMATION:**

4. Name of Association: \_\_\_\_\_
5. Location of Association: \_\_\_\_\_
6. What is the Association's Type/Size/Age: \_\_\_\_\_
7. Amenities (pool, playgrounds, clubhouse, etc.): \_\_\_\_\_

**BOARD INFORMATION:**

8. How many members are on the Board: \_\_\_\_\_
9. Will Elite Community Management attend all meetings: \_\_\_\_\_
10. How often does the Board meet? \_\_\_\_\_

**ADDITIONAL INFORMATION:**

11. How are assessments billed (invoice, coupon book, other)? \_\_\_\_\_
12. How often are the assessments billed? \_\_\_\_\_
13. Is the Association involved in any lawsuits? \_\_\_\_\_
14. Is the Association currently managed by a professional management company? \_\_\_\_\_
15. Are you interested in full service or a la carte management? \_\_\_\_\_
16. What services are provided in your annual budget? \_\_\_\_\_
17. How may we obtain a copy of the Declaration, Bylaws and current Budget? \_\_\_\_\_
18. To whom should we send the proposal and how many copies?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Please email, fax, or mail this questionnaire to receive an official proposal.