



HOA Community Management

Let Us Manage Your Community

With over 50 years of combined experience in the real estate markets, the team at McCombs Commercial Realty is very capable of providing exceptional leadership and service to ensure your expectations are met. We have learned over time that client satisfaction is most often measured, not by how many tasks were achieved, but by what level of customer service was provided to homeowners by our team. Our team is committed to the highest standards and strives to exceed the expectations of the customer, homeowner, and the Board.

Why Us?

We are the largest HOA community management company in Lincoln, Nebraska. Whether you are a developer looking to establish solid HOA policies and budgets from the beginning or an established community ready to benefit from the support of a professionally managed HOA, we have the knowledge and ability to provide you with a solid foundation of planning, record keeping, policy enforcement, and financial management to set your community up for success in the future. We pride ourselves in our attention to detail and the proactive stance we take with every client.

HOA Management Team- We're Here to Help!

We have a qualified and trained team to assist business owners and homeowners in all phases of association management. We operate on a team concept to effectively serve our clients to the best of our abilities. You are invited to contact one of HOA team members with any concerns, needs or inquiries about your community. Our team is driven by the love of assisting and contributing to the successful communities that we are part of. Our goal is to make your community a great place to call home.

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For more information, please contact us at 402.435.000. We look forward to the opportunity to meet all of your HOA management needs!



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Description of Services

McCombs Commercial Realty has proudly been serving our Lincoln area HOA communities since 2001. It takes a collective team effort to provide the very best for our communities. Each community is unique and requires the personal attention it needs to succeed. Below is just a list of a few of the services we perform diligently for our communities.

Administrative

- Assist compliance with governing documents and state and local laws and ordinances.
- Assist the Board and/or appointed committees in the enforcement of the Association's governing documents and rules and regulations
- Work with the Association's legal counsel for document and/or statute interpretation, amendment to the documents and or other legal matters
- Preparation of notices, bulletins, newsletters and other general correspondence directed to all homeowners when required
- Create and manage Association's web site that includes online documents, membership and property information, online payment capability and Board communication tools and reports
- Coordinate insurance coverage and handle insurance claims. In case of emergencies, take all necessary steps to mitigate further damages to common property
- Reduce exposure through risk management, eliminating or mitigating hazards, regulatory compliance and properly maintain common elements.

Finance and Accounting

- Accounting for all billings, receivables and payables
- Arranging for corporate tax filings
- Closely monitoring financial delinquencies and dealing with them appropriately
- Assisting the Board of Directors in establishing a viable budget
- Invoice and collect HOA dues and special assessments
- Review and pay HOA bills
- Monitor receivables and cash flow
- Maintain accurate records of income and disbursements
- Reconcile bank statements
- Provide monthly financial statements for board in accordance with governing documents.
- Verify approved vendors and be a conduit for payments in accordance with budget.
- Year-end books for tax preparation.
- Prepare and mail out notices for delinquent assessments and fees in accordance with Association documents. Work with attorneys to handle liens and foreclosures if necessary.

Teamwork

- Working directly for and with your Board of Directors
- Corresponding with all CC&R violators until the issue is resolved
- Handling and processing all Architectural Reviews
- Attending Board and Committee meetings as requested/required
- Locating and maintaining insurance service for the HOA at all times
- Mediating all arbitration of Board decisions when called upon to do so by either the Board of Directors or the homeowner
- Dealing with all regulatory agencies on behalf of the association
- Maintain communication with board and community members.
- Handle communications and answer owner questions
- Act as liaison with Real Estate Agents, Title Companies, Closing Agents and Legal Representatives to provide necessary information for Real Estate transactions

Common Areas

- Keeping the landscape maintenance at its best through oversight of the contract, routine communication with the contractors, and coordination of the bidding
- Managing the common and open spaces of the community
- Conduct routine site inspections of the community for the purpose of identifying covenant violations and checking on the performance of Association vendors.
- Negotiation of contracts and contract renewals with subcontractors and vendors
- Oversee all contracts, sub-contracts and contractor personnel to ensure compliance with scope of work and agreed upon performance
- Ensure contractor and personnel adhere to all regulatory guidelines and maintain proper safety, security and respect for Association property
- Provide timely assistance to Board to enforce all rules and regulations and Restrictive Covenants.
- Prepare and handle bids for outside contracted work.



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Customer References

"I highly recommend McCombs Realty managing a HOA. We have had only positive outcomes with them. They have us on line, so we can see what is happening with our particular accounts and news of our association. Our streets were in need of repair, signs placed in appropriate places, hiring of the persons taking care of our yards and snow removal in the winter. McCombs met with the board and everything was taken care of within our covenants and all well done. We are so pleased the way things are running and how they listen to our issues, responding when necessary. They are only a phone call away."

---Board Member, Porter Place HOA

"We have had the pleasure of forming an extremely positive working relationship with McCombs Commercial Realty, LLC for the last 6 years. To work hand in hand with a company that not only shares the same vision (customer service first), but more importantly follows through with that vision I believe to be priceless. Their emphasis on customer service/relations is a very large reason for us creating this relationship. They have always been very prompt with no matter the situation at hand. They have loyalty, are genuinely honest and trustworthy, and always have a smile on their face. They also are very professional, detail oriented and are not afraid to tackle difficult problems."

– YardSmart

"This letter comes to recommend Mary McCombs of McCombs Commercial Realty for future HOA management positions. As a resident of the HiMark Association for approximately four years and recently as President of the HOA Board, I have observed Mary's strong leadership and management skills. Mary brings a high level of integrity, compassion and commitment to her work. She is respectful of HOA member's opinions and needs and strives for fair and honest solutions. Her management team is professional, well organized and timely in their duties"

–Board President, HiMark Homeowners Association



Service You Deserve. People You Trust

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