

# eManageSuite® Overview

## Our Responsibilities

### Technology

- Homeowner Websites
- Board Member Portal
- Paperless Storage of Records
- Free Software Upgrades

### Accounting

- Billing & Collections
- Accounts Payable
- Financials
- Tax Returns
- Vendor 1099's

### Administrative

- State and Federal Filings
- Closings and Resales
- Vendor W9 and Insurance Compliance
- Mailings

### Customer Service

- Billing & Collections Calls
- Violation Questions
- General Community Questions
- Board Member Support



### Board Responsibilities through eManageSuite®

#### Vendor Management

- Vendor Selection
- Vendor Quality Inspections
- Work order dispatch

#### Community Compliance

- Violation Inspections
- Architectural Review

#### Strategy and Planning

- Planning
- Communications
- Community Events