

# HOA Third Party Management Roles

This document provides an informational overview of third-party management roles commonly found in Homeowners Associations (HOAs). It explains how external companies may be involved in administrative, financial, and operational functions, while also highlighting important considerations related to oversight, contract authority, and document verification.

## 1. What Is Third-Party HOA Management?

Third-party management companies are external organizations hired to support HOA operations. These companies typically assist with daily administrative tasks, vendor coordination, financial tracking, and communication management. However, management companies usually do not have governing authority unless specifically granted through properly approved contracts.

## 2. Common Responsibilities of Third-Party Management Companies

Typical responsibilities may include:

- Managing homeowner communication and notices
- Collecting dues and maintaining financial records
- Coordinating maintenance vendors and service providers
- Supporting board meetings and document preparation
- Maintaining document archives and distribution

## 3. Contract Authority and Approval Requirements

Management companies operate based on contracts approved by the HOA board. In many HOAs, major contracts require formal board approval and sometimes homeowner awareness or vote, depending on governing documents. Unverified or unapproved contracts may raise questions about authority, enforcement rights, or scope of responsibility.

## 4. Potential Concerns When Contracts Are Not Fully Verified

In some cases, concerns may arise if:

- Contract approval records are missing
- Homeowner vote or quorum approval is not documented
- Contract terms conflict with governing documents
- Authority is delegated beyond what governing documents allow
- Contract versions or amendments are unclear or unavailable

## 5. Document Verification and Transparency

Homeowners are encouraged to review:

- Signed contract copies
- Board meeting minutes approving contracts
- Contract effective dates and renewal terms
- Scope of authority granted to third-party managers
- Vendor relationships and oversight structures

## 6. Role of Companies Such as Town & Country (Example Context)

Some HOAs use third-party firms such as regional management companies to handle operations. This document does not make claims about any specific company but highlights the importance of verifying whether contracts were properly reviewed, approved, and authorized according to HOA governance procedures.

## 7. Best Practices for Homeowners

Homeowners may consider:

- Requesting official contract copies
- Confirming approval records
- Reviewing governing document authority sections
- Consulting legal professionals when necessary
- Comparing enforcement actions against documented authority

## **Disclaimer**

This document is provided for general informational and educational purposes only. It does not constitute legal advice and does not determine the legal validity of any specific HOA contract, policy, or enforcement action. Homeowners should consult qualified legal professionals and official records for verification.