



## MISSION STATEMENT

To provide a more harmonious community association (“CA”) existence to current and potential homeowners and Boards through education and knowledge of the CA they are members or potential members of.

## WHO WE ARE

The Owner of Community Association Consulting, Colby Shear, has almost 20 years’ experience in the HOA field. For 15 years Colby served community associations as a community manager, both as a portfolio manager and onsite at both a large-scale HOA and a condominium community. Colby then left direct management to oversee the Management Services department for the local branch of a large management company. After almost 3 years in that Executive role, Colby was recruited by a real estate investment company to serve as VP of their Declarant Services department.

Colby holds the Certified Manager of Community Associations from the Community Association Managers International Certification Board, as well as the Association Management Specialist certification and the Professional Community Association Manager designation from the Community Associations Institute.

After feeling frustration and dissatisfaction in the field for many years, Colby thought the end was near. Without passion for what you are doing, where is the reward, and how can you find success and fulfillment? For years the thought had been blooming that there has to be a way to bring homeowners, managers and Boards together; a way to make the industry better, a way to improve life within community associations. Finally, the path became clear. There IS a way to make association living better, and the plan just started flowing. Community Association Consulting was born.

## SERVICES WE OFFER

- **Purchaser Due Diligence** – We will perform a comprehensive review of all available Governing Documents, financial information and meeting minutes during the contract due diligence period, giving the purchaser time to evaluate if this particular CA is right for their lifestyle. The report provided will include the maintenance responsibilities of the CA and the purchaser, the financial standing of the CA, possible near-future large maintenance projects, and estimated likelihood of a special assessment or large dues increase in the near future. This helps the purchaser be fully informed, the seller to limit liability for non-disclosure, and the CA and management to not gain an unhappy new owner.
- **Declarant/Developer Services** – We can assist Declarants/Developers with setting up an HOA, acting as your Board of Directors (where valid Board control rights are held), recommend and oversee changes to the governing documents for existing communities, establishing budgets and assisting with turnover. Choose as little or as much service as you need.
- **CA Consulting** – Self-managed communities often find themselves wishing for the advice of a CA professional, without needing the commitment of a long-term management contract. Whether it be document review and recommended updates, suggestions for policies and procedures, assistance with turn-over from the Declarant/Developer or just assistance with a single task, we are here to help.
- **Homeowner Consulting** – Whether you are an individual owner or a group of homeowners concerned about the state of your CA, needing assistance with a violation or concern over a recent Board action or upcoming vote, we are happy to help. We will do a free 15-minute phone consultation for an initial evaluation of whether we can help in your particular situation.
- **Dispute Resolution** – When disputes arise between the Association and a homeowner, emotions can run high between neighbors. CAC can help smooth the dispute process by acting as a neutral third-party to assist in the required hearing process, and when necessary, be the liaison with the HOA attorney during suit.
- **Expert Witness** – CAC is available to both CAs and individual homeowners as an expert witness in legal matters. ***Giant Disclaimer: We will always testify to our true professional opinion without bias to the party engaging our service, so a thorough consultation prior to engagement is always recommended!***

We make every attempt to ensure we have all of the documentation for a thorough review, however, this review is limited to what documentation is provided by the buyer via the seller, and what filed documents are available online. The purchaser is ultimately responsible for having the buyer provide all requested documentation or the review may not be as complete and/or accurate.

CAC is not a CA management company and should not be viewed as a replacement for professional management.

The services provided are not legal advice, and should not take the place of legal advice when appropriate. Legal advice may be prudent and recommended in certain cases.