

For nearly a decade, Claris Business Solutions has helped associations eliminate the headache of dues collection. Our team handles every step of the dues management cycle from invoicing residents to filing liens. Our transparency guarantee ensures the board members are fully informed every step along the way. This is accomplished by providing your association with a free, secure online portal along with 24/7 access to our accounting software and monthly reports allowing for peace of mind throughout the entire cycle.

### The Standard Package

Our inclusive, standard dues management package offers a wide variety of services for one flat annual fee. This flat fee is billed in four equal installments once invoices are sent to residents. The services below are included in the standard dues management package.



#### Dues Management

This includes sending invoices and collecting, recording, and depositing payments.



#### Online Payments

Your residents will have the option of paying their dues online at no cost to the association.



#### Mail Management

Don't worry about checking the mailbox. We'll scan all mail and upload it to your secure portal.



#### Custom Reports

In addition to the monthly reports we provide to the board, we're happy to provide reports on-demand.



#### Third-Party Inquiries

All third-party inquiries, such as those from title companies, will be handled by our team.



#### Board Member Education

We ensure a seamless transition by providing new board members will a full run-down of our processes.



#### Security Coordination

If your neighborhood does not already have a security detail, we can create a detail to fit your budget.



#### P.O. Box Rental

We'll never mix your payments with another client. You'll always have your own private post-office box.



#### 24/7 Accounting Access

We will never keep you in the dark. We provide online access to your association's accounting records.



#### Private Association Portal

Your secure association portal is available 24/7 and provides easy access to all files and records.



#### 1099 Filing

If your association hires contract workers such as off-duty police officers, we'll complete their 1099s.



#### Document Storage

You're more than welcome to safely store all of your association's important documents in your portal.



#### Resident Database

We'll keep your resident database up-to-date to ensure all information is accurate and accessible.



#### Lien Management

We will create and process all liens for the association and only charge the Clerk of Court filing fees.

### Complimentary Proposal

We would greatly appreciate the opportunity to provide your association with a complimentary proposal. If you would like a proposal or have any questions regarding our services, please email Charles Mock Jr. at [cmock@clarisbusiness.com](mailto:cmock@clarisbusiness.com).

### Contact Us

Main Office:  
11414 Lake Sherwood Ave N  
Baton Rouge, LA 70816

[cmock@clarisbusiness.com](mailto:cmock@clarisbusiness.com)

[www.clarisbusiness.com](http://www.clarisbusiness.com)