

Meet the Staff

Property Manager

David and Sally Welsford

Accounting

Sandra Lott

Admin. Asst.

Sandra Lott

General Maintenance

Diane McKune



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Welsford Property Management

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**Welsford Property
Management**
www.welsford.com

Property Management for Homeowners Associations



Office: 803-743-0205

Our Company



Welsford Property Management LLC has been in business since 1999. Our rentals are located throughout Columbia, with a majority of our properties being in the downtown area. We manage properties for individual owners as well as manage Homeowners Associations.

We take the burden of managing the Homeowners Association from the officers. We will promptly and efficiently respond to any homeowners requests or concerns that may arise. We welcome any suggestions you may have regarding the management of your Homeowners Association, and look forward to working with you!

HOA Management Neighborhood Duties

- Inspect neighborhood monthly.
- Inspect common areas for cleanliness.
- Inspect the work of subcontractors.
- Enforce the covenant and deed restrictions.
- Hold monthly meetings as needed.
- Hold yearly meeting to elect officers and vote on a budget.
- Take applications for the Architectural Review Board.

HOA Management Office Duties

- Set up QuickBooks file for the Homeowners Association.
- Collect dues.
- Monthly Reconciliation of bank account & HOA Tax Return.
- Create a budget.
- Enter information for each lot and their contact information.
- Administer fines and late fees for the HOA dues and Covenant & Deed infractions.
- Maintain Bank account.
- Pay bills for common area.
- Manage subcontractors for common area maintenance and cleaning.
- Field phone calls and complaints.
- Create website for forms and correspondence.
- Work with lawyer to enforce liens or foreclosures.

