

## INDUSTRY ACCREDITATIONS & MEMBERSHIPS

We are proud of our ACMF accreditation and are members in good standing with both CACM (California Association of Community Managers) and CAI (Community Associations Institute).



## CONTACT US

Matrix has two offices in Northern California to serve our clients' needs:

### Walnut Creek

2085 N. Broadway  
Suite 400  
Walnut Creek, CA 94596  
925.951.6240

### Alameda

1070 Marina Village Parkway  
Suite 102A  
Alameda, CA 94501  
510.217.8283

To request a management proposal, feel free to call one of our offices, or get in touch with us via email or on the Web:

Email: [customerservice@matrixam.com](mailto:customerservice@matrixam.com)

Web: [www.matrixam.com](http://www.matrixam.com)



**Matrix Association Management** is a full-service association management company that provides superior services to Boards of Directors and their HOA membership. We have offices located in Walnut Creek and Alameda to serve our clients.

Matrix was established in 2005 and services HOAs throughout the greater San Francisco Bay Area. We have the distinction of holding the accreditation of ACMF (Accredited Community Management Firm), of which there are only 17 such firms in California.

Above all, we value our relationship with our clients and strive to provide services that embody our values and exceed their expectations.

---

Walnut Creek Corporate Office: 925.951.6240  
Alameda Regional Office: 510.217.8283

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

## ABOUT MATRIX

**Matrix Association Management** specializes in working with both residential and commercial homeowners associations to meet the needs of the community and its membership. Our goal is to provide a wide range of services that fit within our client's budget.

Our philosophy is founded on the idea of striving to improve the quality and variety of our services through rigorous self-assessment and on-going professional training.



We believe that our commitment to provide exceptional customer service is the key to our success. We also believe in creating a team approach with our clients, vendors, and staff to achieve beneficial results and a positive solution to any challenge.



The Matrix team consists of community managers that have obtained various industry specific certifications and support staff to serve your community. We have a customer service oriented attitude, are guided by integrity, and pursue constant education to enhance our professional abilities.

## THE MATRIX DIFFERENCE

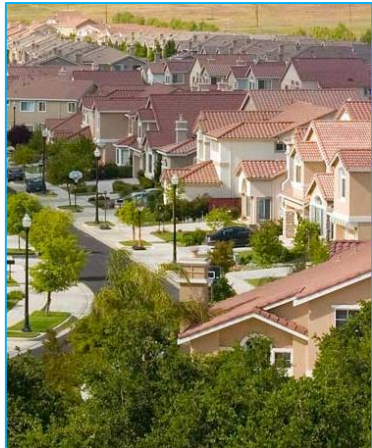
**At Matrix Association Management** we understand your perspective both as a resident, as well as that of the board of directors governing the community. Our company's reputation and culture are built on providing superior customer service, based on constant innovation of our internal business practices, and a focus on the evolving needs of our clients.



Matrix's approach to association management has successfully helped our clients develop and maintain strong and thriving communities. We work hard to facilitate and maintain communication between the Board, management, and residents. This has proved to be the key to encouraging cooperation and mutual understanding.

## MATRIX SERVICES

We offer a comprehensive array of services that are tailored to fit the needs of each individual community. We understand that associations have varying needs. Services include (but are not limited to) the following:

- Management services for commercial & residential homeowners associations
  - Flexible services tailored to small associations
  - Board of Director training seminars
  - Facilities & landscape maintenance
  - Rules development & enforcement
  - Architectural control & compliance
  - Financial services & bookkeeping
  - Annual budget preparation
  - Management software that allows BOD & homeowner online access to account – 24/7
  - Expert witness
  - Vendor qualification review
  - 24/7 emergency answering support
  - Developer services, including
    - Reserve studies
    - BRE budgets
- 
- An aerial photograph of a suburban residential neighborhood. The houses are mostly two-story, light-colored with red-tiled roofs. There are many green trees and manicured lawns. A paved road with a white curb runs through the middle of the neighborhood. The overall scene is a typical suburban development.

