PROFESSIONAL HOA SERVICES INC
Community Association Management

Full-Service Community Association Management

Locally Owned & Operated in Punta Gorda, FL — Your Trusted CAM Partner

Professional HOA Services Inc. (PHS) is a locally owned and operated Community Association Management company based in downtown Punta Gorda, Florida. Our team of licensed CAM professionals brings decades of hands-on field experience — including proven disaster recovery management — and a uniquely deep understanding of the needs and challenges of local community associations in Charlotte County. We operate in full compliance with Florida Statutes 718 and 720, with complete financial transparency through our affiliated bookkeeping partner, Professional Taxes Inc.

Our Core Services

SERVICE AREA	KEY DELIVERABLES
Financial & Assessments	Assessment billing & collection • Lockbox services • Online payment portal • Monthly financial statements • Budget preparation • Reserve analysis • Delinquency management • Lien preparation (FL 720.3085) • 1099 preparation
Administrative Services	Records management per FL 718/720 • Meeting minutes • Owner communications • Welcome packets • Estoppel certificates • Lender questionnaires • ARC application processing • Vendor contract management
Meetings & Elections	Board meeting facilitation • Annual meeting coordination • ZOOM/hybrid meetings • Notice preparation per FL 718/720 • Proxy & ballot management • Election supervision • Minutes recording & distribution
Compliance & Enforcement	Community inspections • Violation notices • Fine schedule administration • FL 718 & 720 compliance monitoring • Attorney coordination • Estoppel certificate compliance (10-day statutory requirement)
Maintenance & Disaster Recovery	Competitive bid solicitation • Vendor management • Work order processing • Monthly site inspections • Post-storm damage assessment • Insurance claims coordination • Emergency repair vendor mobilization • Full rebuilding project management

Insurance Administration	Insurance bid procurement • Policy management • Claims coordination • Vendor Certificate of Insurance tracking • Annual insurance review and renewal coordination

Why Choose Professional HOA Services Inc.?

Locally Owned & Operated	Our office is right in downtown Punta Gorda — we live here, work here, and are personally invested in the communities we serve.
Decades of CAM Experience	Licensed Florida CAM professionals with decades of hands-on field experience and deep knowledge of Charlotte County community associations.
Disaster Recovery Expertise	Proven experience guiding communities through post-storm assessment, insurance claims, emergency repairs, and full rebuilding coordination.
Full Transparency	Administrative and bookkeeping services provided by affiliated partner Professional Taxes Inc. for complete financial transparency.
Statute Compliant	All management practices aligned with current Florida Statutes 718 and 720 requirements.

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