



MANAGEMENT COMPANY RESPONSIBILITIES

Our primary responsibility is to assist the Board of Directors with the administration of the association. We work for and at the discretion of the Board of Directors. Our duties include the following (taken from our management contract):

- 1) **Care of property** – Maintain and repair the condominium / hoa property and the common elements as deemed appropriate by the Board and allowable within budget constraints. We will oversee vendor activity, collect bids, hire and fire vendors with direction from the Board and mediate between the Board and the association's vendors.
- 2) **Notices, Meetings** – Prepare and send all letters, reports and notices as may be reasonably requested by the Board; make arrangements for meeting places, and attend, if requested, all meetings of Directors and Unit Owners; and shall prepare and distribute minutes thereof.
- 3) **Insurance** – Cause to be placed or kept in force all property insurance required by law or authorized by the Board, and such liability insurance as is reasonably prudent to protect the Association and its members.
- 4) **Emergency Service** – Provide 24-hour emergency call service and coordinate emergency repairs.
- 5) **Budget** – Prepare in conjunction with the Association's treasurer and accountant a recommended budget of common expenses for each fiscal year.
- 6) **Annual Reports**- Advise and assist the Board, and take all actions necessary to timely and fully comply with all laws, statutes, ordinances, rules and regulations of government authorities, including filing annual reports and annual filing fees.
- 7) **Owner Communication** – Respond to communication from unit owners or the Board of Directors concerning association issues.
- 8) **General** – Maintain an up-to-date owner's roster. Provide assistance and consultation to the Board for problems or questions that arise. In conjunction with the Board of Directors enforce all rules, regulations and restrictions applicable to the Condominium / HOA.