



ROLE OF THE MANAGEMENT COMPANY

The role of the management company is to serve the Board of Directors by assisting in the day-to-day tasks associated with management of the Association.

These tasks include:

1. **Site management** – the management company performs site visits as per the contract. This includes inspections of any common areas for maintenance.
2. **Vendor Management** – the management company acts as the main source of contact for vendors, collects requests for proposals (RFP) from vendors to present to the Board of Directors, assists in contract negotiations, and coordinates with vendor when any issues arise.
3. **Billing and Collections** – the management company sends out statements/coupon books to homeowners with the direction of the Board of Directors. For issues of non payment the management company will send delinquency notices and assist in the collections process set forth by the documents of the community and the Board of Directors. Coordination with collections and/or attorney for collection/lien process.
4. **Enforcement of associations documents** – Assistance with the violation process as set forth by the governing documents and the Board of Directors. Sending out violation letters and coordinating with the Board of Directors, fining committee and/or attorney for further action if needed.
5. **Provide Accounting services** – Receiving and processing homeowner payments (Accounts Receivable). Paying any Vendors for the community (Accounts Payable). Bank Reconciliation at end of month. Providing Board of Directors with accounting reports monthly. Coordinating with CPA for taxes and anytime needed through out the year.
6. **Communication** – Communication with Board of Directors and Homeowners.
7. **Meeting assistance** – Any assistance needed from the Board of Directors to ensure meetings run smoothly
8. **Assistance with managing risk reduction** – Assisting the Board of Directors with risk related concerns at present and in future for the community. Making sure that insurance is up to date according to the documents of the community.