

PROPERTY MANAGEMENT COMPANY'S SUMMARY OF DUTIES:

Property Management:

- Assist the association in location and contracting with maintenance providers
- Assist in securing competitive bids on services and products of the association
- Coordinate the activity of maintenance providers
- Issue violation notices and take other appropriate action necessary to resolve a violation in accordance with association documents and instructions of the Board
- Provide assistance in obtaining property, directors and officers, liability and other forms of insurance appropriate for Association

Assessments:

- Complete invoice or coupon billing to each Association member on a monthly, quarterly, or annual basis as appropriate for the association
- Collection and deposit of assessments into Association bank account insured by FDIC

Accounting:

- Preparation of quarterly and year-end financial statements
- Preparation of supporting financial reports
- Maintaining and updating detailed accounts receivable records
- Maintenance of Association bank account
- Preparation of monthly bank reconciliation
- Preparation of annual budget under guidance of the Association Board

Tax and Association Reporting Requirements:

- Arrange the preparation and filing of Federal tax returns
- Coordinate filing of Annual Report required by the Florida Dept of State
- Coordination and oversight of financial audit and reviews by independent CPA if required by statute or requested by the Board.

Association Governance:

- Attend Board/Membership meetings per contract
- Advise Board of items that may be appropriate for meeting agenda
- Prepare and mail proper notice for annual and special meetings
- Facilitate communications between the members and the Board

Maintenance of Association Records:

- We act as custodian of official records and files of the Association including:
 - Minutes of Board meetings, special meetings and annual meetings
 - Annual and special meeting attendance records
 - Accounting records including cash receipt and disbursement records
 - Insurance records