

Property Maintenance Management

- ✓ Regular property inspections by the manager
- ✓ CC&R's/Rule enforcement and follow-up
- ✓ Monitoring of new legislation, tax rulings and other civil code requirements
- ✓ Act as a liaison with attorneys, municipal contacts, accountants and contractors
- ✓ Administer payroll where necessary
- ✓ Prepare and coordinate bid specifications for vendors
- ✓ Award contract with Board approval
- ✓ Prepare work orders and follow up on work in progress for minor maintenance and repairs
- ✓ Supervise Association vendors and inspect for work completion
- ✓ Prepare and maintain inventory of Association property
- ✓ Maintain a set of master keys for Association locks
- ✓ Conduct regular inspections of buildings, hardscape, and landscape