

Management's Duties

A Managing Agent is a professional person or company specializing in the management of homeowner associations. Due to inherent conflicts, they generally do not buy, sell or rent real estate. One common misconception is that the Managing Agent works for the individual homeowner. That is not the case as explained below.

The President, Secretary and Treasurer have specific assigned duties delineated in the Bylaws. Your Bylaws give your Board of Directors the right to retain a professional managing agent to assist them in this work. Of all duties assigned to the Board by the Bylaws, your Board has delegated the following duties and tasks to your managing agent. All work is done under the direction, guidance and review of the Board.

Your management company has been assigned to:

- Collect, process and deposit homeowner dues and other receipts
- Manage a collection process to resolve delinquent accounts
- Examine invoices for accuracy
- Prepare checks and supporting documentation
- Publish the Rules and Regulations and assist the Board in enforcing them
- Produce complete monthly financial statements
- Forecast capital repair costs
- Assist in development of short and long-term operating budgets
- Maintain a current database of all owners
- Maintain all files and records for the Board
- Conduct regular site inspections
- Maintain all security equipment, including gates, common element locks and lighting
- Manage common element utility accounts (electrical, water, gas and garbage)
- Assist the Board in planning and conducting homeowner meetings
- Provide a complete and comprehensive management report each month
- Handle all communications to and from owners, contractors and others pertaining to association business
- Provide supporting documents to aid owners in the sale of their homes
- Manage providers of the following services:
 - Landscaping, pool and common element maintenance
 - Minor maintenance repairs such as simple roof leaks and insect infestations
 - Emergency plumbing repairs, such as pipes damaged by freezes