

ON-SITE MANAGER'S RESPONSIBILITIES

- Give advice, guidance and consult with the Board of Directors and provide continuity as new Board Members join the Board.
- Attend Board meeting and make a manager's report.
- Write letters to owners on any violations and follow through.
- Transport mail and checks from property to office or to property.
- Approve and code invoices and payment to contractors and vendors; help Board of Directors formulate specifications for all outside contracts.
- Get bids for contracts when due, get complete bids for all outside contractors.
- Purchase and deliver supplies to the property.
- Check property and make report to the Board of Directors.
- Oversee maintenance and cleaning personnel performance and assign work to on-site staff.
- Help formulate budget with Budget Committee.
- Meet with owners in response to maintenance requests or questions about rules and regulations.
- Respond to association emergencies 24 hours a day, 7 days a week.