

12 Member Board of Directors

Make Policy & Procedures
Vote on Decisions
Give Direction

President - Chairperson Executive Committee (4 Officers) & Legal
Vice-President - Chairperson Maintenance Committee
Treasurer - Chairperson Budget & Finance Committee
Secretary - Keeper of All Contracts & Records, Minutes, Committee Reports, Management Reports and Insurance

(8) Directors

Condominium Management is 80% Paperwork, Administration and Communication

Standing Committees of the Board

Prioritize Yearly & Future Projects, Research Scope and Cost, Yearly Budgets, Pre-Qualification of Contractors

Chairperson not necessarily a Board Member but must have a Board Member as Liaison between committee and Board to present Motions. Committee membership to include unit owners. This is the only decisive input Unit Owners have as to the Management of the association.

Condominium Management is 10% Property Inspection And Investigation

Property Administrator

All day to day Business, Administrative, Clerical and Communication to and from Association.

Requirements:
Organization, Prioritization, Supervisory Skills, Co-ordination (Board, Owner, Committee, and Maint. Personnel), Computer Proficiency, Communication (written, phone/fax, personal), Maintenance/Engineering Aptitude, Record and Bookkeeping, Personality Compatibility, "Hands On" and Conscientious

Condominium Management is 10% Maintenance Contracting and Legal

Association Voting Membership
700 Unit Owners

Contract on As Need Basis

Attorney

Contract

Accountant

12 Member Board of Directors
President - Chairperson Executive Comm & Legal
Vice-President - Chairperson Maintenance Comm
Treasurer - Chairperson Budget & Finance
Secretary - Minutes, All Contracts & Recrds. & Ins.
(8) Directors

Sales & Lease Coordinator

Contract paid through FEES

Maintenance Personnel

Salaried Employees

Insurance Agent

Insurance Policy

