

**NOTE: THE FOLLOWING ASSOCIATION FLOW CHART IS USED AS AN EXAMPLE**

As you can tell from the following flow chart of association management as presented; the all encompassing administrative responsibilities, of this particular sample association, are presented on such a large scale to be as comprehensive as possible. This sample association consists of 35 acres of manicured grounds, two pools and two clubhouses, three putting greens, two ponds, 700 units, 12 residential buildings, 6 garage structures and miles of streets and parking areas.

Most of you do not live in such a large association, but the administration and management still must be apportioned to many of the same needs. *Without a manager* all the committee and administrative processes still must be accomplished by board members with the help of unit owners on the various committees. *When you only have a manager* and no committees, look at what you are expecting that person to provide and accomplish on a weekly and monthly basis.

In an association of this size, even with both a management company and working committees, the tasks and scheduling for maintaining a property of this size are almost overwhelming. Therefore, when you live in an association where you expect everything provided for you and the property properly maintained, expect to pay for it one way or another. If your association is not properly maintained, then the overall deterioration snowballs. As the structures and infrastructure decline, so goes the property value of your units. **YOU WILL PAY FOR IT ONE WAY OR ANOTHER.**

**ASSOCIATION GENERAL INFORMATION**

Basically there are (5) places to look when a question about condominium association administration arises. In the following listing the Illinois Condominium Property Act takes precedence over any Declaration & By-Laws in the state of Illinois when specific problems are addressed by the Act. Look at the ICPA first.

1. **Illinois Condominium Property Act** - Updated yearly
2. **YOUR Condominium Association Declaration and By-Laws** - R79-?????  
Amendment to Declaration and By-Laws - R86-?????  
Amendment to Declaration and By-Laws - R87-?????
3. **Illinois - General Not For Profit Act of 1986**
4. **YOUR Rules & Regulations** - Revised 6/??
5. **Robert's Rules of Order**