

ACTIVITY	RESPONSIBLE ENTITY TIME				
	M	OP	OC	B	T
d. sealed bids from at least 3 vendors e. awarding of contract by Board f. job followup per contract					
7) SALES/RESALES a. preparation & distribution * of paperwork: 1) resale questionnaire 2) credit info & references 3) notice to abide by Assoc. rules. 4) Rules & Regulations 5) information pamphlets 6) Sales Contract by return b. followup by phone & letter c. process return paperwork—sale contract d. orientation in person e. preparation of closing statement (sales) f. Right of First Refusal letter g. Census Forms, Pool Passes, Auto Strickers h. update owner rosters and files					
8) RENTALS a. scheduled mailing of renewal notices b. preparation and distribution * of paperwork: 1) owner/tenant questionnaire 2) credit info & references 3) notice to abide by Assoc. rules. 4) 3 copies of leases 5) Rules & Regulations 6) information pamphlets c. followup by phone & letter d. process return paperwork—leases e. orientation in person f. Right of First Refusal letter g. Maintenance of tenant roster h. Census Forms, Pool Passes, Auto Strickers					
9) RULES & REGULATIONS a. composing b. editing & preparation c. typing d. approval by Board e. printing f. distribution * g. violation letters h. followup by phone & letter i. Hearing procedure					
10) NEWSLETTER a. edit & compose b. layout c. typing					

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	M	OP	OC	B	T
d. printing e. distribution *					
11) ASSOCIATION MANAGEMENT REPORT PREPARATION a. monthly status report for Bd. Mtg. b. yearly "State of the Association" c. Operating Procedures yearly review d. Maintenance Procedure & Timetable yearly review e. Janitorial Procedure & Timetable yearly review f. Architectural Procedure yearly review g. Inventory of Association Property yearly review					
12) LEGAL (ATTORNEY) LIAISON a. Lien or Foreclosure b. court time c. all necessary backup paperwork d. requests for legal opinions e. suit preparation & information					
13) ACCOUNTING (CPA) LIAISON a. financials b. internal audits c. external audits					
14) MUNICIPALITY LIAISON					
15) VENDOR LIAISON					
16) INSURANCE LIAISON a. inspection of premises with agent b. preparation & distribution * of bids c. preparation & distribution * of coverages d. claims e. health & welfare claims					
17) UNION LIAISON					
18) ON-SITE PERSONNEL a. interviewing b. hiring/firing (including pool) c. schedules & work procedures d. supervision					
19) CLUBHOUSE ROOM a. correspondence & scheduling b. supervision c. set-up & cleanup d. deposits & charges					
20) WORK ORDERS (IN-UNIT & C.E.) a. take work orders (maintenance) b. assign work c. supervise maintenance d. assign charges for time & materials e. keep track of inventory					

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	M	OP	OC	B	T
f. file work orders g. copies to accounting					
21) AMEND DECLARATION & BYLAWS a. composition & editing b. preparation c. attorney approval d. ballots or proxies e. distribution * f. computation g. record documents					
22) BUILDING MAINTENANCE a. Janitorial b. Carpet Cleaning c. Minor repairs & maintenance d. Painting & Drywall e. Plumbing & Pipe Fitting f. Electrical/Lighting/Security Systems g. HVAC h. Washers/Dryers i. Roofing j. Asphalt k. Concrete/Masonry l. Insect/Rodent Control m. Garage & Carports n. Inspection of Contractor performance o. Biweekly building/amenity inspection report p. Timely scheduled maintenance procedures					
23) GROUNDS MAINTENANCE a. Landscaping: 1) grounds upkeep 2) trees 3) bushes & hedges 4) grass 5) lagoon b. Tennis Courts c. Pool, Spa, Sauna & Equipment d. Street & Walk Sweeping e. Trash Collection/Recycling f. Snow Removal g. Inspection of outside contract performance h. Monthly grounds inspection report i. Timely scheduled landscape procedures j. Twice yearly Architectural inspection					
24) MISCELLANEOUS a. Fire & Security System/Service b. Information concerning laws & ordinances c. Information & Maintenance—Emergencies: 1) phone answering 2) after-hour answering service 3) beeper system for on-site 4) walkie-talkie for on-site					