

Stony Oak Homeowners Association, Inc.

Management/Administrative Services Job Description (2011)

The everyday running of our homeowners association is serious business. Effective community association management takes the efforts of a business manager and the understanding of being a resident. It requires listening to concerns, providing solutions and showing attention to detail. The manager/administrator understands the issues and emotions that arise from the residents and the board and works to insure a resolution to the on-going problems of our association.

Running the day-to-day operations, finding the best possible prices for all services to submit to the board, providing ongoing communications and a personal relationship with the board to head off major issues and allow the community association to run as smoothly as possible. This position is under the direction of the Stony Oak Homeowners Association Board of Directors.

Financial Management

- Invoice monthly assessments, monitor payment of assessments, fees and fines
- Check lock box system for automated collection of assessments
- Send out letters to owners who have unpaid assessments include late fees as appropriate
- Pay and Process all vendor invoices
- Provide monthly financials for review by board
- In conjunction with the associations CPA provide year end reports and tax preparation
- Prepare the annual budget, actual and forecasted for review by board and association
- Maintain communication with the board regarding the placement of liens as necessary and collection of any outstanding liens
- Maintain accurate records of each property owner
- Assist the board in long range planning for capital projects

Association Administrative Services

- Carry through on board decisions
- Maintain association records with backup files
- Attend regularly scheduled board meetings
- Create board meeting agenda for board members
- Develop a calendar of contract expiration dates, and renewals
- Keep records for insurance coverage for the community
- Provide closing letters
- Provide and distribute all materials relative to the annual or special meetings
- Provide a welcome packet of covenants, by-laws to new property owners
- Make available relevant association documents on line
- Contact residents who are in violation of covenants and or by-laws