

# SUMMARY OF MANAGER'S DUTIES

Subject to the terms of the association management contract between the association and FirstService Residential, and the direction of the board of directors, in general, the manager's duties are as follows:

**Vision & Strategy:**

- Community Business Plan

**Day-to-day Operations:**

- Management Reports
- Coordination of Annual Vendors
- Work orders
- Solicit Vendor Contracts

**Resident Relations:**

- Resident Inquiries
- Resident Communications.

**Financials (if bookkeeping services are provided):**

- Annual Budget
- Bill Pay
- Collect Payments
- Issue Estoppels

**Governance:**

- Association Meetings
  - Community SOPs
  - Record Retention
  - Residence Compliance with Governing Documents
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