

**Falcon Heights Condominium Association
Resolution # 2025-002
Establishing Duties and Scope of Work for Managing Agent**

WHEREAS Falcon Heights Condominium Association is governed by the Board of Directors per Article 3 of the Bylaws and consists of volunteer homeowners that are duly elected and are responsible for overseeing and directing the business of the Association defined in Article 3.7

WHEREAS the Managing Agent is hired by the Board of Directors to oversee the day-to-day operation and administration of the Association per Article 3.8 and is assigned responsibilities and duties by the Board of Directors

WHEREAS it is determined the Board serves as governing body and the Managing Agent serves as the administrator of the Association

NOW THEREFORE, the Falcon Heights Condominium Association Board of Directors declares that the Managing Agent has the responsibility and authority to oversee, manage and administer the business of the Association as necessary, within the confines of the Bylaws.

With the following exceptions:

1. Managing Agent will not sign checks or open bank accounts on behalf of the Association.
2. Managing Agent is not to enter financial contracts in excess of \$5,000.00 without Board approval.
3. Managing Agent is not to approve modification requests that are outside the scope of the bylaws.
4. Managing Agent is not to appoint or remove members of the Board.
5. Managing Agent is not permitted to purchase or sell any assets without Board approval.
6. Managing Agent is not permitted to amend, modify, remove or alter any bylaw or resolution that has been approved by any Board, present or prior.

7. Managing Agent will not authorize any capital improvements or modifications without approval from the Board of Directors.


Managing Agents Duties and Scope of Work defined

1. Managing Agent will be retained as an independent contractor, who is not subject to Oregon employment law. The Board of Directors and contractor will clearly define the scope of contract in regard to fees, length of contract and obligations of both parties.
2. Managing Agent should be a well-qualified professional with a strong background in accounting, administration and community management.
3. Managing Agents being considered to enter a contract with the Association should be subject to a thorough review of references and criminal background check and be bondable.
4. Managing Agent will responsibly manage all financial accounts for the Association at the direction of the Board of Directors. This includes bank accounts, accounts payable and accounts receivable and collections.
5. Managing Agent will send out invoices and collect fees for dues, fines or other charges in a timely and consistent manner and within the scope of the bylaws.
6. Managing Agent will submit monthly financial reports to the Board of Directors including profit and loss statements, balance sheets, accounts receivables reports and bank statements.
7. Managing Agent will facilitate and prepare for regular and special meetings of the Board of Directors and ensure that those meetings are following Oregon State meeting laws.
8. Managing Agent will enforce the CCR's of the Associations bylaws (Article 11) in a fair and unbiased manner and within the confines of current policy approved by the Board of Directors.
9. Managing Agent will oversee the maintenance and upkeep of the Association assets and will be responsible for ensuring contractors are working within the scope of their contract.

10. Managing Agent will submit all required documentation to the Associations accountant to ensure timely filing of annual tax returns.
11. Managing Agent will prepare the annual budget and may form a budget committee, to present to the Board of Directors for approval.
12. Managing Agent is responsible for ensuring that the Association remains in compliance with local, state and federal laws and regulations.
13. Managing Agent will effectively and openly communicate with the Board of Directors, homeowners, vendors, professional contractors and government agencies, on behalf of the Association and within the scope of the bylaws.
14. Managing Agent will maintain all records, both financial and legal, in an orderly manner that is consistent with industry standards and ensure that all records always remain in control of the Association.
15. Managing Agent is responsible for ensuring that the Declaration, Bylaws and Resolutions of the Association are maintained, recorded, enforced and made available to Board members and homeowners upon request.
16. Managing Agent will ensure that all contracts, insurance policies and legal obligations are kept in good standing and available for review by the Board of Directors.
17. Managing Agent will make available any documentation requested by a homeowner or Board member that does not violate anyone's individual rights to privacy or violates the terms of a contract.
18. Managing Agent will perform these duties to ensure that the Association and the Board of Directors are represented in a professional and transparent manner.

Accepted this 13th day of February 2025 by a Board of Directors majority vote.

Anthony Anghinetti, President



Robert Stroop, Secretary

