



ASSOCIATION MANAGEMENT SERVICES, LLC

OUR MISSION

*To be the local leader
in association management
by providing the highest level of service
to all of our associations and their members.*

Newsletter - Issue 11, February 2024

VIOLATION NOTICES AND PROCEDURES

We often receive questions about violation notices, fines, and the procedures surrounding them. Every association is different, and these differences are reflected in the Management Agreement that AMS has with each association. However, the below generally outlines processes for violations/fines:

- The CAM sends the Board of Directors the property reports within 24 business hours of inspection and will notify any owner of a violation of the covenants.
- After the violation is reported, the Board or an appointed person or committee will follow up to verify if the violation has been corrected (the CAM does not conduct violation follow ups).
- If the violation has not been corrected, the Board will need to call a board meeting to vote to impose a fine and the amount of the fine.
- Once the Board votes to impose the fine, the fines committee will schedule a date to call a meeting to review the fine imposed and vote to either uphold or deny the fine.
- Once the fines committee sets a meeting date, either the Board or the CAM will send the official fines letter to the owner. Please note, if AMS sends the letter, there is a \$50.00 charge per letter.
- Once the fines committee meets, if the fine is upheld, the owner will have 5 days after the meeting to remit payment. If the committee denies the fine, then no fine is imposed.

With decades of association management vendor experience, we know that following an associations' governing documents is important and maintains consistency of rules within a community. Violations and fines are a difficult topic, but an important one to respectfully discuss with your Board of Directors and at your association meetings.

Please Note:

All procedures for violations and fines follow Florida Statutes.

To learn more about these statutes as they relate to your association, please visit [Online Sunshine](#).

CODE OF CONDUCT

Association Management Services is honored to be working with associations throughout the Panhandle. As a part of our services, we want to ensure everyone involved with the management of each association – including employees of AMS and an association's volunteer Board of Directors – conduct themselves in an ethical manner. As a result, we created a code of conduct to help guide such activities and maintain a high standard for all our associations.

For more information about our code of conduct, please contact your CAM or the AMS office at (850) 231-6004.

FLORIDA STATUTES

Have you ever wanted additional information about Florida Statutes and regulations for homeowners associations, condo associations, and cooperatives? In addition to visiting with your assigned CAM or our office, you can visit the [Florida's Online Sunshine website](#). This site provides up-to-date links to statutes listed by Title and Chapter.

FOLLOW US

At AMS, we pride ourselves on being a resource for the community and our members. If you'd like more information like you see in our newsletter, follow us on Facebook or LinkedIn.

You can also view our blog on our website, using this link.

BOARD MEMBERS - THEIR VITAL ROLE FOR COMMUNITIES

Some may not fully understand the importance of the Board of Directors for associations. The Board is vital due to their responsibilities surrounding all operations of an association.

The following are general roles and responsibilities of an Association's Board of Directors:

- Responsible for all operations of the Association
- Ensure governing documents are followed and enforced
- Ensure officer positions for the Board are filled, such as President, Vice President, Secretary, and Treasurer
- Ensure special committees are formed, as needed, and properly run
- Understand the duties of each officer per the Association's governing documents
- Manage Association finances
- Approve vendor contracts
- Understand the Management Agreement with AMS
- Make decisions in the best interest of the Association, using sound judgement and due diligence
- Carry out duties with impartiality
- Consistently and fairly enforce rules and regulations of the association
- Maintain confidentiality

Also important to note, these members of a community are volunteers. AMS would like to thank our various Association's Board Members for giving their time to ensure these roles and responsibilities are met.

APPFOLIO - YOUR ONLINE PORTAL

Have you ever wanted to receive your association's information from AMS electronically, instead of by mail?

If so, we have good news! You can elect to receive your communication from us electronically on our Online Portal, called AppFolio. Members login by using their email and individually created password.

You can access your Online Portal from any mobile device by downloading the AppFolio mobile app or visiting our [Homeowners Portal page](#).



In a world where you can be anything,
be kind

