



# 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 7, June 2023

### HURRICANE SEASON HAS BEGUN - THE TIME TO PREPARE IS NOW

It may be hard to believe, but hurricane season officially began June 1. If you have ever been through a hurricane, you know that being prepared is key. In fact, experts encourage those who live in hurricane-prone areas to start taking preparatory steps even before hurricane seasons begins.

Below are some helpful recommendations regarding how to prepare for hurricane season from the National Oceanic and Atmospheric Administration (NOAA) website:

- **Develop an evacuation plan:** Plan where you would go and how you would get there. Keep in mind locations outside of flood prone areas, and plan several routes. Also, account for your entire family, including pets.
- **Assemble disaster supplies:** Whether you evacuate or shelter-in-place, you will need adequate supplies to get through the storm and a potentially lengthy aftermath. Have enough non-perishable food, water, and medicine to last your family a minimum of three days.
- **Get an insurance checkup:** Call your insurance agent and ask for an insurance check-up to ensure you have enough insurance to repair or even replace your home and/or belongings.
- **Document your possessions:** Take time to document your possessions, such as taking photos, obtaining serial numbers, or anything else you may need to provide your insurance company when filing a claim.
- **Create a communication plan:** Write down your hurricane plan, and share it with your family. Determine family meeting places, and make sure to include an out-of-town location in case of evacuation. Write a paper a list of emergency contacts, and make sure to include utilities and other critical services, as the Internet may not be accessible.
- **Strengthen your home:** You may want to trim trees or install storm shutters, accordion shutters, and/or impact glass. You can also seal outside wall openings. Also remember, a garage door is the most vulnerable part of the home, so it must be able to withstand hurricane-force winds.

### FLORIDA STATUTES

Have you ever wondered how to find details regarding Florida Statutes that may affect your community? We are happy to be a resource for this information, and also want to make our members aware that they can search statutes online on an official State of Florida website.

You can find all “Real and Personal Property” Florida Statutes here: [http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XL#TitleXL](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Index&Title_Request=XL#TitleXL)

*In a world where you can be anything,  
be kind*



### HELPFUL RESOURCES

Association Management Services is proud of the educational resources we provide our associations and the community.

If you haven't already, please take a minute to check out all the resources available on our website: <https://camams.com/resources>

## COMMON QUESTION - WHAT DOES A CAM DO?

A common question we hear is: “*What does a Community Association Manager (CAM) do?*” To help answer this question, we have created a helpful handout, outlining the role of a CAM and the support they provide associations. You can download that handout here, but we have also provided some information below.

A CAM works at planned communities, such as condos and homeowner associations, taking care of the shared properties and facilities. Community associations hire a manager or a community association management company to look after the day-to-day management of the association and the community. They are in charge of implementing the covenants, conditions, and restrictions (CC&Rs) and ensuring homeowners follow the rules and regulations.

The CAM provides expert guidance, high level service, and oversight to community associations’ board members. He or she also looks after the business, administration, and operations of the association. The board members are volunteers, whereas the manager is paid for delivering services. CAMs are responsible for executing the governing documents, with the goal to ensure a greater good for the residents.

The CAM plays an active role in running the day-to-day activities of the association, assisting with budgeting, and ensuring common areas are taken care of. At AMS, the CAM is expected to exercise a type of proactive approach to changes in relevant local laws and share the information with the board. The services of association managers also include bookkeeping, financial management, and internal and external communications.



### What Does a Community Association Manager Do?

A Community Association Manager (CAM) works at planned communities like condos and Homeowner Associations, taking care of the shared properties and facilities. Community associations hire a manager or a community association management company to look after the day-to-day management of the association and the neighborhood. The incumbent is in charge of implementing the covenants, conditions, and restrictions (CC&Rs) and making sure homeowners follow the rules and regulations.



### CAMs and Your Community:

The job of a Community Association Manager is interesting in that the CAM provides expert guidance, high level services, and oversight to community associations’ board members. He or she also looks after the business, administration, and operations of the association. The board members are volunteers, whereas the manager is paid for delivering services. CAMs are responsible for executing the governing documents, with the goal to ensure a greater good for the residents.

The CAM plays an active role in running the day-to-day activities of the association, assisting with budgeting, and taking care of the common areas. The manager is expected to exercise a type of proactive approach to changes in relevant local laws and share the information with the board. The services of property managers also include bookkeeping, financial management, and internal and external communications.

**Maintenance:** CAMs are responsible for identifying the requirements for repair, maintenance, and upgrade of shared areas and facilities, and work with contractors to meet those requirements. They oversee the vendor bidding process and supervise the contractor’s’ work, in addition to committing necessary resources and tracking payments and invoices.

**Administrative support:** CAMs are responsible for providing administrative services to the board in terms of managing documents, besides handling vendor paperwork and recordkeeping. This may also include online and face-to-face communication, in addition to creating presentations and correspondence materials like flyers, meeting reports, and handouts.

**Financial management and assisting with budgeting:** This involves helping the board with budget preparation, managing contracts, and preparing financial reports and statements, as well as coordinating with a CPA for year-end preparation and working with attorneys.

**Assisting with board meetings:** This includes calling meetings according to the schedules, sending out meeting notices, providing essential reports and materials to the Board of Directors in

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



# HAPPY FLAG DAY!

## 14 JUNE