



# 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 9, October 2023

### EMPLOYEE SPOTLIGHT - TAMMY HORN

At Association Management Services, we have a family-like atmosphere. To help readers get to know our staff, we periodically spotlight our team members.

In this issue, we're introducing you to Tammy Horn, Assistant CAM, who has been with AMS for three months. Tammy works closely with board members, community leaders, and homeowners. She works on-site to perform inspections, hire and supervise vendors, and create budgets.



#### ***What are the top three things you enjoy the most about working at AMS?***

1. The way the office feels so much like a family.
2. The job requirements changes day to day.
3. I really enjoy learned something new everyday

#### ***Do you have a favorite quote or saying?***

"If you don't like something, change it. If you can't change it, change your attitude." –Maya Angelou

#### ***What do you enjoy doing in your spare time?***

The beach is where you will find me on my off time – unless it is football season. If Ole Miss is on TV, I'm watching the game..Hotty Toddy.

### BUDGET SEASON

Budget season is upon us, and many of our associations are revising and reviewing their budgets for the upcoming year. As we all know, costs of services and goods have risen in recent years and having a budget that matches the goals of your association while allocating the right amount of funds is vital.

At AMS, an association's assigned CAM assists with reviewing the community's budget and makes recommendations, as needed. Our experienced professionals help make budgeting recommendations based on each association's needs, trends we are seeing in our area, and our industry knowledge.

We are proud to assist our associations in their budgeting process and understand the challenges they face with budgeting. Please know that we are here to help your association through this sometimes difficult and challenging time.

*"No act of kindness,  
no matter how small,  
is ever wasted."*

*- Aesop*



### LOOKING FOR 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.

## ROLES & RESPONSIBILITIES - AMS, BOARD, & HOMEOWNERS

With decades of association management experience, we understand that each Association is different. As a result, we adapt our services and fees to properly align with the needs and desires of each Association. That said, there are general roles and responsibilities that AMS, the Board of Directors, and homeowners play within the Association. To help identify respective roles, we have provided the below list.

### AMS ROLES & RESPONSIBILITIES:

- Perform duties per the Management Agreement with the Association
- Keep up to date with Florida Statutes and laws
- Assign a CAM to each association
- Coordinate board and owners' meetings
- Attend board and owners' meetings per the Management Agreement
- Transcribe meeting minutes
- Maintain owner roster and association records
- Prepare and coordinate specification/bid preparation
- Assist with notice of violations of rules and regulations
- Coordinate insurance renewals with Association agent
- Collect assessments
- Approve and pay invoices
- Provide financial reports and year-end financial report
- Assist with budget preparation
- Analysis of reserve
- Inspect of grounds and amenities
- Maintain confidentiality
- Provide after-hours emergency assistance (not including onsite visit)
- Respond timely and accurately to Association needs
- Provide general correspondence

### BOARD ROLES & RESPONSIBILITIES:

- 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

### HOMEOWNER ROLES & RESPONSIBILITIES:

- Read and understand the Association's CCRs and governing documents
- Communicate with guests and/or renters about the community and upcoming activities or maintenance that may affect them during their stay
- Volunteer for the Board of Directors and/or committees
- Vote for Board of Directors
- Attend board meetings and annual owner meetings
- Be courteous to your CAM; they are hired to help assist the Board with keeping your community functioning in accordance with the goals and budget of the Association

### ROLE OF YOUR CAM:

*CAMS are hired to help assist the Board with keeping your community functioning in accordance with the goals and budget of the Association.*

## FOLLOW US FOR MORE INFORMATION

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.

