



## ROLES & RESPONSIBILITIES – AMS, BOARD, AND 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.

ROLES & RESPONSIBILITIES		
AMS	BOARD OF DIRECTORS	HOMEOWNERS
<ul style="list-style-type: none"> <li>✓ Perform duties per the Management Agreement with the Association</li> <li>✓ Keep up to date with Florida Statutes and laws</li> <li>✓ Assign a CAM to each association</li> <li>✓ Coordinate board and owners' meetings</li> <li>✓ Attend board and owners' meetings per the Management Agreement</li> <li>✓ Transcribe meeting minutes</li> <li>✓ Maintain owner roster and association records</li> <li>✓ Prepare and coordinate specification/bid preparation</li> <li>✓ Assist with notice of violations of rules and regulations</li> <li>✓ Coordinate insurance renewals with agent for the Association</li> <li>✓ Collect assessments</li> <li>✓ Approve and pay invoices</li> <li>✓ Provide financial reports and the year-end financial report</li> <li>✓ Assist with budget preparation</li> <li>✓ Analysis of reserve</li> <li>✓ Inspect of grounds and amenities</li> <li>✓ Maintain confidentiality</li> <li>✓ Provide after-hours emergency assistance (not including onsite visit)</li> <li>✓ Respond timely and accurately to Association needs</li> <li>✓ Provide general correspondence</li> </ul>	<ul style="list-style-type: none"> <li>✓ Responsible for all operations of the Association</li> <li>✓ Ensure governing documents are followed and enforced</li> <li>✓ Ensure officer positions for the Board are filled, such as President, Vice President, Secretary, and Treasurer</li> <li>✓ Ensure special committees are formed, as needed, and properly run</li> <li>✓ Understand the duties of each officer per the Association's governing documents</li> <li>✓ Manage Association finances</li> <li>✓ Approve vendor contracts</li> <li>✓ Understand the Management Agreement with AMS</li> <li>✓ Make decisions in the best interest of the Association, using sound judgement and due diligence</li> <li>✓ Carry out duties with impartiality</li> <li>✓ Consistently and fairly enforce rules and regulations of the association</li> <li>✓ Maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>✓ Read and understand the Association's CCRs and governing documents</li> <li>✓ Communicate with guests and/or renters about the community and upcoming activities or maintenance that may affect them during their stay</li> <li>✓ Volunteer for the Board of Directors and/or committees</li> <li>✓ Vote for Board of Directors</li> <li>✓ Attend board meetings and annual owner meetings</li> <li>✓ 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</li> </ul>