



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.*

Quarterly Newsletter - Issue 16, March 2025

ROLES AND RESPONSIBILITIES

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. That said, there are general roles and responsibilities that AMS, the Board of Directors, and homeowners play within the Association, listed below:

AMS:

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 agent for the Association; Collect assessments; Approve and pay invoices; Provide financial reports and the year-end financial report; Assist with budget preparation; 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 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.

Homeowners:

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.

ASSOCIATION-RELATED RESOURCES

Did you know there is a wealth of resources on our website to help answer your association management questions? We're proud to provide these resources and knowledge for our members and the community.

Please take a minute to check out what our resources page by [clicking here](#). If you have other topics you'd like to learn more about in the future, please let us know by contacting our office or your CAM.

APPFOLIO REMINDER

AMS allows a fast, easy, and secure way to pay dues and other charges online, view payment history, submit architectural reviews, communicate with your CAM, and view various documents. Login to AppFolio by using your email and individually created password. Our Resident Portal is easily accessed from any mobile device or by visiting our website by [clicking here](#).

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](#).

AMS PHONE AND EMAIL PROTOCOL

We pride ourselves on being responsive, including following up when someone leaves a voicemail or sends us an email. We'd like to share our phone and email protocol:

- All calls and emails will be returned within 24 to 48 hours of receipt.
- If a request is received on a holiday or weekend, response times may be slightly longer.
- Board members will receive priority responses.

If you don't already know the extension of the party you are wishing to speak to at AMS, you can easily listen for their extension on our recording and dial it at any time. Please ensure you leave us a voicemail with how to reach you so we can return your call.



UPCOMING OFFICE CLOSURES

Please be aware of the upcoming office closures, allowing our employees some time off to enjoy the holidays with their families and loved ones.

Good Friday: Friday, April 18 | **Memorial Day:** Monday, May 26

SEASONAL REMINDERS

Spring has officially arrived. Other than getting the flip flops back out, there are a few things we can do around our properties to prepare for the warmer months to come.

- Change your furnace filters for better air and a more efficient air unit.
- Clean dryer vents.
- Clean sliding door tracks.
- Inventory your hurricane supplies in preparation of the upcoming season.
- Trim bushes and trees and clean up flower beds.
- Power wash surfaces.
- Clean gutters and down spouts.
- Check and repair sprinklers.
- Clean and organize your garage.
- Check outdoor lights and replace bulbs if needed.
- Organize and check all that beach gear you stored for winter.



Happy Spring!

♥ ♥ ♥ *from all of us at AMS* ♥ ♥ ♥