

# **Maria Accoo, LCAM**

**Matanzas Shores Owner's Association, Inc.**

110 East Collector Road  
Palm Coast, Florida 32137

[msoahoa@gmail.com](mailto:msoahoa@gmail.com)

Office: (386) 455-7443

**Office Hours: Monday through Friday 9AM – 5PM**

(Office Hours May Vary for some Federal Holidays)

**After-Hours Emergency Contact Information:** (386) 264-4227 Cell Phone

## **Community Association Manager**

### **Summary of Duties**

- Assist with running the day-to-day activities of the Association.
- Provide administrative services to the Board of Directors.
- Assist the board of directors in enforcing community rules and regulations.
- Assist with organizing Board meetings. Draft and post Board Agendas, prepare Board Packages, attend Board of Directors' meetings and record minutes.
- Assist with compiling information for yearly budget.
- Correspond with homeowners.
- Perform regular inspections of the Association's common areas and facilities to monitor their condition and maintenance needs.
- Assist the Association in locating and contracting with maintenance providers.
- Assist in securing competitive bids on services and products of the Association.
- Coordinate and monitor the activity and performance of maintenance providers.
- Confirm that maintenance providers are insured.
- Follow up on complaints of violations or maintenance issues received from Association members or the Board.
- Issue violation notices and take other appropriate action necessary to resolve a violation in accordance with Association documents and instructions of the Board.
- Assist in the processing of Architectural Review Applications.
- Assist in obtaining property, directors and officers, liability, and other forms of insurance appropriate for the Association.
- Assist in documenting, reporting and filing insurance claims on behalf of the Association.
- Assist in collecting assessment fees.
- Supervise outside vendors and onsite employees as necessary.