

Maria Accoo, LCAM

Matanzas Shores Owner's Association, Inc.

110 East Collector Road
Palm Coast, Florida 32137
msoahoa@gmail.com
Office: (386) 455-7443

Office Hours: Monday through Friday 9AM – 5PM

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.
- assisting the board of directors in enforcing community rules.
- Assist with organizing Board meetings.
- 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 reporting and filing insurance claims on behalf of the Association.
- Assist in collecting assessment fees.

After-Hours Emergency Contact Information:

(386) 264-4227 – Work Cell Phone

(914) 646-1313 – Personal Cell Phone