HOA CAM Info & Duties and Responsibilities

Name of Community Association Management Firm: Byers Properties, Inc.

Name of Assigned Community Association Manager (CAM): Toni Bouthillet

CAM Contact Information & Availability:

Address: 767 Blanding Blvd., Suite 112, Orange Park, FL 32065

Hours of Availability: Monday-Friday 8:30am – 4:30pm. Appointments are recommended.

Phone: 904-276-0252 Email: toni@byersproperties.net

CAM Duties and Responsibilities:

1. Obtaining multiple bids and estimates (whenever possible) from Vendors for maintenance, projects, and other services.
2. Supervision of Vendors and twice monthly inspection of common area to ensure satisfactory work. Communication of issues to Vendors and BOD as needed.
3. Handling all bookkeeping of the HOA, including: Collecting, processing, and depositing of assessments; Payment of all expenses and disbursements; Monthly reconciliation of HOA bank accounts and; Providing complete financial reports to the BOD on a monthly basis and Members by request.
4. Collection of past due assessments, including: Providing monthly AR reports to the BOD with an explanation of the status of each past due account; Issuing written notices to delinquent owners, including NOLA letters; Posting interest on past due assessments; Posting Late Fees, if any. Overseeing and coordination of other collection efforts including the filing of liens and foreclosure proceedings in cooperation with an attorney or other third-party vender of the HOA.
5. Preparing a draft annual operating budget and submitting the draft budget to the BOD for revision and approval.
6. Performing twice monthly inspections of Member properties, as viewed from the street, for violations of the HOA CC&Rs. Communication of violations to Members and BOD as needed. Escalation of violations as directed.
7. Preparing general correspondence, special mailings, and photocopying. Performing regular administrative work and record keeping necessary for HOA compliance with Governing Documents and State Statutes. Coordinating and facilitating all records inspection requests.
8. Handling all communications with Members, including timely responding to Member requests, investigating Member complaints and addressing as appropriate, and communication of Member comments and concerns to BOD and Vendors as needed.
9. Monitoring voicemail on weekends and responding to emergency calls.