



Contractual Duties: Community Manager

Accounting:

- GPI shall handle the billing and collection of all general and special assessments as authorized by the Board.
- GPI shall prepare checks for payment of all Association bills and obligations.
- Checks will be printed at least twice per month.
- Official records stored by GPI shall be stored at the office of GPI on behalf of the Association and shall be available for inspection in accordance with the Association's Record Inspection Policy and with applicable state and federal statutes during GPI's normal office hours.
- Invoices from vendors/service providers will not be scanned into the system for processing until all the required documentation has been obtained, including the submission of a valid W-9 form.
- Utility bills and obligations will be set up with automatic electronic funds transfer.
- GPI shall prepare a monthly accrual based financial statement.
- GPI shall provide the Association's Certified Public Accountant with the information necessary for the Accountant to prepare the Association's tax return.
- Prepare a proposed operating budget template.

Manager:

- Prepare a proposed operating budget.
- Code (G/L) invoices.
- The proposed budget shall be submitted to the Board at least sixty (60) days prior to the commencement of the period to which it pertains.
- Shall solicit bids as directed by the Board or the president.
- Shall have maintenance operations performed per contract or job specifications.
- Shall observe work performance during contracted site visits.
- Shall assist the Board or any committees of the Association in preparing contract specifications for work or services to be performed.

- Shall monitor the Association's common areas during contracted site visits.
- Shall notify members of the Association, in writing, of any violations by said members, or their tenants, guests, or invitees, observed by or reported to GPI.
- Shall provide periodic reports to the Board concerning the management and operation of the Association and community facilities.
- Shall attend meetings of the Board to present a management report.
- Shall attend the annual meeting.
- Shall visit the Association property per contracted frequency.
- Will take instructions on the Association's behalf from one designated member of the Board.
- Monitor contracted maintenance operations during contracted site visits. (service contracts)
- Facilitate statutory mailings.
- Receive and respond to inquiries from Association members.
- GPI shall assist the Board or committees of the Association in administering duties promulgated by the Association Documents.

Administrative Assistant:

- Shall facilitate the architectural approval and denial.
- Assist in covenant violation process.