



ASSOCIATION MANAGEMENT FUNCTIONS

Covenants & Restrictions

- 1) Inspect lots and homes.
- 2) Research and enforce the Association's Article of Incorporation, Covenants and Restrictions, By-Laws and Rules and Regulations fairly and consistently.

Accounts Receivable

- 1) Bill annual association fees.
- 2) Collect
- 3) Deposits
- 4) Record
- 5) Notify delinquent accounts
- 6) Notification and filing liens

Accounts Payable

- 1) Pay bills
- 2) Maintain records

Accounting (General Ledger)

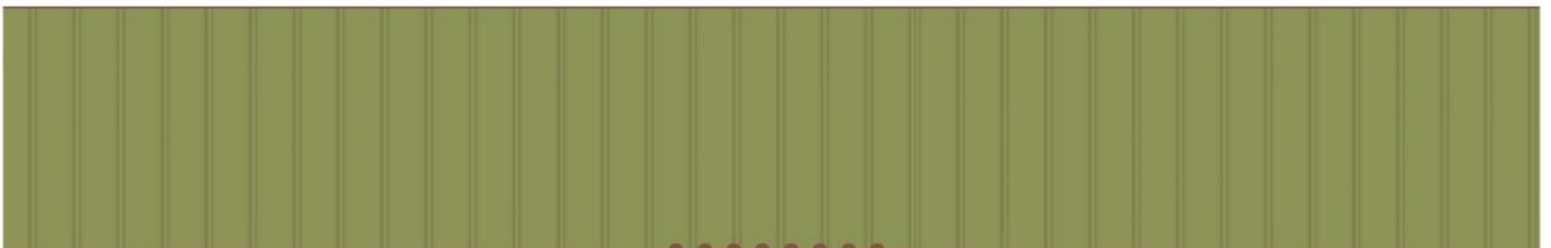
- 1) Transaction register
- 2) Detailed trial balance
- 3) Balance sheet
- 4) Income statement
- 5) Accounts Receivable Report


Owner's Records

- 1) Update owners' records periodically
- 2) Provide pertinent information to mortgage companies, real estate agents and insurance agents

Meetings

- 1) Attend board meetings
- 2) Attend annual membership meetings
- 3) Prepare paperwork for meetings
- 4) Take meeting minutes





Maintenance

- 1) Supervise common area maintenance
- 2) Supervise all lawn maintenance for association (if applicable)
- 3) Visually inspect the site to insure all common areas are maintained. Inspect and insure maintenance for all common mechanical and plumbing systems, buildings and all common improvements.
- 4) Receive by phone or written, request for common area maintenance have repair done in a timely manner

Correspondence

- 1) Provide communication to and record from:
 - homeowners
 - board members
 - closing agents
 - title companies
 - lending institutions
 - insurance companies
 - governmental authorities
 - other related entities

Insurance

- 1) Maintain proper insurance policies including General Liability and Directors and Officers Liability

Contracts

- 1) Review and enforce existing contracts, re-bid as necessary

Architectural Review

- 1) Association shall be required to have an ARC Board that is solely responsible for the review and approval process. Etheridge Property Management fee includes distributing ARC requests from the owners/builders to the ARC Board.

