

## Condominium Management Service Responsibilities

	HCC Board Bldg #15	Hacker & Romano	Eisinger & Brown	Legacy Associates	JLC / Rock & Rose	Management Company
• Documentation						
○ Meetings	✓					
○ Posting Notices	✓					
○ Mailings	✓					
○ Board Meetings	✓					
○ Annual Meetings	✓					
○ Budget Meetings	✓					
○ Agendas	✓					
○ Proxies	✓					
○ Ballots & Elections	✓					✓
○ Delinquent accounts	✓	✓	✓			
• Screening						
○ Prospective new owners						✓
▪ Credit worthiness						✓
▪ Criminal background info						✓
▪ Verify employment & references						✓
▪ Interviews	✓					✓
• Roster						
○ Maintain update roster of residents (includes names, telephone numbers, email addresses)	✓					
○ Emergency contacts	✓					
• Insurance						
○ Review insurance policies	✓			✓		
○ Obtain additional quotes 60 days prior to renewal	✓			✓		
○ Insure that policies meet Florida State requirements				✓		
• Maintenance						
○ Maintain personal and real property of the association	✓					
○ Contract review and documentation	✓		✓			
○ Identify corrective action	✓					
○ Obtain bids under the direction of the board	✓					
○ Inspection of Property (weekly)	✓					
○ Common area maintenance (janitorial)	✓					
○ Grounds maintenance	✓				✓	
○ Parking maintenance	✓					
○ Lighting maintenance	✓					
• Government						
○ Respond to any notices of local, county or state authority						✓
○ Fire and police code enforcement						✓
○ Building and zoning compliance						✓

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• Florida Statutes, By-Laws & House/Condo Rules						
○ Legal Advice			✓			
○ Rules Enforcement	✓					✓
○ Foreclosure	✓	✓	✓			
○ Addressing Violations	✓					✓
○ Parking Enforcement	✓					
• Administration						
○ Manage administrative issues	✓					
○ Set up billings and collection system for payments	✓	✓				
○ Annual Inspections of Safety Equipment	✓					
○ Elevator License	✓					
• Communications						
○ Communication Point for Residents on every day issues to relieve the board and allow them to focus on building issues						✓
▪ Respond in writing of all complaints from residents						✓
○ Website	✓					
▪ General information	✓					
▪ Password protected homeowner information	✓					
▪ To contain important notices, documents, budgets, financials, etc.	✓					
○ Send timely notices of all meetings, including annual and budgets	✓					
○ Attend regular board meetings	✓					
• Vendors						
○ Cleaning crews	✓					
○ Licensed and insured electricians, A/C contractors, plumbers, trades people – 24 hours a day	✓					
○ 3 bids minimum from licensed vendors for any major work	✓					
○ Assist board in reviewing and soliciting appropriate insurers	✓			✓		
• Budget/Financials						
○ Annual budget preparation and meeting	✓	✓				
○ Reserve funds analysis	✓	✓				
○ Profit & Loss statements		✓				
○ Monthly statements		✓				
○ Financial advice		✓				