

Volunteer Agreement To Assume Property Manager Role

I agree to perform the responsibilities listed below for the next 12 consecutive months in a productive and effective way. After 30 days the Board shall determine if I have satisfactorily handled the responsibilities and if the Board is satisfied with my performance shall proceed to terminate the contract with the Property Manager.

Administration:

1. Shall attend all Board meetings (regular and special) and the Annual Members meeting and take on Board assignments as requested
2. Shall record and type Board meeting minutes and ascertain that minutes are ready for approval before the next scheduled regular Board meeting
3. Shall advise the Board of effective ways to handle various administrative problems using their vast level of education, knowledge, and skills in the area of Florida HOA management
4. Shall act as a liaison to agencies including but limited to government, vendors, attorneys, and realtors as needed
5. Shall assist the Board in the enforcement of Fox Hollow governing documents. Such enforcement activities include:
 - a. Making phone calls to Fox Hollow residents informing them of violations
 - b. Creating and sending notifications that adhere to Florida state law to inform Fox Hollow residents of violations
 - c. When directed by the Board arrange for legal enforcement of violations through an attorney of the Board's choice
6. Shall type, reproduce, and manage materials needed for the Annual Members meeting
7. Shall undertake Special Projects as directed by the Board
8. Shall assist in doing research and gathering documents should Fox Hollow be involved in any litigation

Accounting:

9. Shall review all invoices from contracted vendors to assure they are correct and comply to contracted terms
10. Shall assure that all vendors are properly licensed and insured (including Worker's Compensation) before contracts are signed
11. Shall assist in the preparation of the annual budget and reserves analysis and planning at the request of the Board

Collections:

12. Shall contact residents whose monthly dues are late when requested by the Board
13. Shall follow documented Fox Hollow policies and Florida law in managing delinquent dues and when seeking legal resolution through an attorney of the Board's choice

Contracted Services - Lawn Maintenance, House Painting, Trash Pick Up, and Road Repair/Replacement

14. Shall be the interface between the lawn maintenance contractor and Fox Hollow residents to assure that work requests are documented and followed up on
15. Shall determine whether submitted lawn maintenance work requests are within the scope of contracted service or are over and beyond the scope and effectively manage them.
16. Shall conduct a monthly walk-through in Fox Hollow with the lawn maintenance contractor that can include others from Fox Hollow
17. Shall oversee the work provided by any of the contracted vendors assuring that contracted services are performed satisfactorily and that residential concerns and complaints are effectively managed
18. Shall report issues to Board as needed

My signature and date on this form indicates that I am willing, able, and ready to perform the responsibilities described above.

PRINTED NAME

SIGNATURE

DATE