



SUMMARY OF MANAGER'S DUTIES

In accordance with the terms of the association management contract between the Association and Vesta Property Services, and subject to the direction of the Board of Directors, the manager's general duties include the following:

Vision & Strategy:

- Community Business Plan

Day-to-day Operations:

- Management Reports
- Coordination of Annual Vendors
- Work orders
- Solicit Vendor Contracts

Resident Relations:

- Resident Inquiries
- Resident Communications.

Financials (if bookkeeping services are provided):

- Annual Budget
- Bill Pay
- Collect Payments
- Issue Estoppels

Governance:

- Association Meetings
- Community SOPs
- Record Retention
- Residence Compliance with Governing Documents