

Your Manager or Management Team is responsible for overseeing the daily operations of the community. We are the acting agent of the association. The manager works with homeowners, solicits bids, works with contractors, maintains association records, processes homeowner requests, works with the Board, rules and regulation enforcements etc. There are systems developed to ensure that requests are addressed and work is done correctly and efficiently for your community.

Elite Management Professionals takes pride in the experience and professionalism of its Association Managers. From contracting for maintenance and repairs to developing procedures, sending notices, and keeping records of legal documents.

Administrative

- Coordinate board materials and present board packages prior to meetings for their review to include agenda, minutes, financial reports, managers report, contracts and bids with specifications, inspection report, correspondence, modification application summary and other board related materials.
- Attend board meetings
- Coordinate Annual Meeting- notices, location and time, proxies, volunteer awards, etc.
- Rules and Regulations enforcement- Respond to and enforce Covenant violations as directed by the Board of Directors
- Process modification requests as outlined by the Board
- Create bid specifications for proposals and help analyze bids
- Central communication source for the Board, homeowners, contractors, suppliers, developers, real estate agents. Elite's company policy is to return phone calls within 24 hours. We also have a 24 hour emergency phone line. We believe communication is key.
- Maintain association records according to Covenants including Book of Resolutions, minutes, work order records, correspondence, modification change log, owner records, etc.
- Distribute Welcome Packages from Association to include- letter of welcome, annual budget, modification guidelines, rules and regulation, Board list, association information, recent newsletters, and other important homeowner's association information.
- Coordinate and distribute mailings for association and assist in the reproduction and mailing of the community newsletter.
- Hire and supervise any on-site personnel as directed by the Board of Directors