

# **THE ROLE OF ESSEX ASSOCIATION MANAGEMENT**

Community association management is a specialized field. Essex Association Management is a professional management company currently managing over 65 communities in the Dallas- Fort Worth areas.

The day — to — day activities of your community's management team include many different tasks, but most will fall under the following general headings:

- ❖ Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and operation of the business affairs of the Association.
- ❖ Perform site inspections of the community and individual homes for resale certificates when requested.
- ❖ Direct the enforcement of the restrictive covenants. Issue violations for non-compliance.
- ❖ Solicit, evaluate and assist in acquiring adequate insurance coverage consistent with and in accordance with instructions from the Board of Directors.
- ❖ Supervise maintenance activities and contractor performances.
- ❖ Provide and explain association financial reports, which are kept in accordance with GAAP (Generally Accepted Accounting Principles).
- ❖ Collections and disbursements of payments (including the collection of delinquent accounts and working with title companies prior to the selling of a home).
- ❖ Develop association budgets.
- ❖ Work with an independent CPA firm to audit the association's books and records.
- ❖ Serve as a receiving center for association related homeowner and vendor telephone calls.
- ❖ Operate a 24 hour call center for the purpose of handling emergency calls.
- ❖ Prepare for and attend Board and Annual Meetings of the Association.