

**Vendor Position: Community Association Manager (CAM)**

**Assigned position at the discretion of the Community Management vendor**

**Duties and Functions**

- Consult and advise the members of the Fairview Estates Board of Directors and ACB Committee acting as the subject matter expert on proper decision making and lawful actions following legal requirements within the State of Florida
- Primary liaison between the Fairview Estates Association and our contracted legal representation
- Define and send deed restriction violations to Property Owners
- Provide formal notification letters to Property Owners whose ACB Requests are approved
- Send Board of Directors and ACB members any written communication from Property Owners
- Attend monthly Board of Directors (1) and ACB Committee (2) Meetings
- Attend Workshop meetings of the Board of Directors and Board Committees as needed
- For Monthly Board meetings, prepare and submit a Manager's report for review
- For ACB meetings, prepare meeting minutes and provide general support to the Committee members
- Assist in the implementation of Annual Elections of Board members and Officers
- Certify Quorum compliance as well as Election compliance and counts
- General management of all contractors (All vendors send invoices to my email, I send to the Board of Directors and Accounting)
- Primary point of contact for Association membership
- Primary point of contact for "Contact Us" electronic communication from Website – distribute communications received to the appropriate Board/Committee member
- Set out and remove meeting notification signage typically 48 hours before and after the meeting
- Organize and maintain the Property Owners' files and any archives for ease of access and distribution
- Communicate with Board of Directors/ACB as needed
- When there is a change of position, work collaboratively with the new CAM to facilitate a smooth transition of them into their new assignment
- Perform administrative and management related duties as assigned