

# **Bridge-Way Villas Property Management Responsibilities**

**March 14, 2017**

## **VENDOR CONTRACTS**

Manage relationships with realtors, and prospective owners and tenants, and give them the necessary documents. Obtain bids from vendors. Sign board approval contracts and send copies to board. Forward contracts with prospective tenants and buyers to Board President for approval with cc to Board.

## **MINUTES**

Prepare minutes of Board meetings and annual meetings. Send drafts for approval within five days of a Board meeting, and ten days after a shareholder meeting. Send final approved minutes to board.

## **PARKING**

Monitor compliance with Association parking rules, including periodic drive-through inspections, at least weekly. Manage relationships with towing companies.

## **PROPERTY SALES AND LEASES**

Manage relationships with realtors, and prospective owners and tenants, and give them the necessary documents. Forward Contracts with prospective tenants and buyers to Board President for approval, with cc. to Board, and manage entire process until it is completed.

## **REPORTING**

Prepare and update a maintenance schedule for major items, and report monthly on their status. Maintain a master list of assigned tasks, and progress toward completing each.

## **RULINGS AND APPEALS**

Manage the established compliance and appeals process.

## **ACCOUNTING AND FINANCIALS**

Prepare budgets and monthly and annual financial statements, monitor progress against budget, and highlight any issues or concerns. Maintain accounts with financial institutions. Ensure signature authorities are current and updated as needed.

## INSPECTIONS AND MAINTENANCE

The Property Manager will perform a weekly inspection of Bridge-Way Villas using a checklist of items that includes the items below. He will note the status of each item and take action as appropriate. The property Manager will advise the board members of the inspection via e-mail and any action items noted. The Property Manager will add the action items to the *Master List of Assigned Tasks* which should have on-going visibility to board members and is an on-going agenda item for board meetings.

**Violations** - Maintain awareness of the community Rules and Regulations and Covenants and report to the board any observed violations. Maintain a log of violations and actions taken.

**Bridge** - Ensure rubber mats are in good condition and secured at each end of the bridge' Ensure surface in good condition. Oversee yearly removal of mats and painting of bridge surfaces and rails.

**Flag** - Check condition of flag and order new one if needed

**Fountains** - Ensure all four fountains and fountain lights are working and timers are working per approved schedule. Adjust timers and notify fountain vendor if service is required.

**Aerators** - Ensure lake aerators are functioning. Notify Pelican Bay Services if service is required.

**Road and Pavers** - Inspect for oil stains, rubber mat stains at each end of the bridge (ensuring routine cleaning by October 1 and March 1 or as needed), broken or missing pavers, sunken pavers. Take action as required.

**Signs** - Ensure free of damage and in a vertical position. Contact sign vendor for repairs as needed.

**Mailboxes** - Ensure free of damage and in a vertical position. Oversee realignment if needed or replacement of broken mailboxes with mailbox in storage and have damaged mailbox repaired and stored.

**Walls** - Ensure common walls facing the street are free of dirt and mold. Have walls cleaned and/or painted as needed. Get bids to clean or paint walls and walls to be cleaned no later than October 1.

**Villas** - Look for obvious disrepair such as loose, missing, or damaged siding. If construction is occurring ensure parking rules are being obeyed and engage with the ARC to ensure exterior work has been pre-approved. Notify owner of any required repairs.

**Roofs** - Inspect for loose or missing tiles. Inspect for mold. For roof areas not visible from the street, a yearly inspection should be performed. Notify owner of need to have roof repaired or cleaned. Pictures would be helpful for owners not currently in Naples.

**Irrigation System** - Look for signs of broken or leaking lines (washed out areas, standing water). Notify Thompson Landscaping if repair is needed.

**Landscaping** - Ensure that landscape service providers (Thompson Landscaping, Davey Tree Service, Tru Green) are meeting contract obligations. Obtain new contracts each year and monitor expenses. All new planting bills go to the landscape chairman for payment approval.

**Landscape Lighting** - Oversee Nightscapes Landscape Lighting contract for which the vendor is to check lights one a month, replace bulbs, clean fixtures and lenses, and report their work to the Property Manager and copy the landscape chairman.

**Street Lights** - Get bids to clean or paint street lights and walls to be clean no later than October 1. Note: Bulbs are monitored by Nightscapes Landscape Lighting . A supply of bulbs and chimneys are kept by a board member.

**Christmas decorations** - Property Manager obtains bids and approved by the board This year it should be done by April 15<sup>th</sup>. Other years bid by March 1<sup>st</sup>. Get Spec sheet from this years company for comparison. Landscape committee oversees design.