

Island Hills Condominium Association Ph. 1&2 Duties

February 11, 2022

1. Calculate membership dues, prepare invoices, write annual dues letter, and mailing.
2. Maintain website documents for members.
3. Generate spreadsheet for all dues so they can be tracked quickly without using a PC.
4. Generate payments for all normal condo services.
5. Collect and deposit all incoming dues checks, and update spreadsheet/QuickBooks.
6. General annual check to LTPOA for Raintree Blvd. snow removal and median mowing.
7. Collect information from QuickBooks and bank account for tax returns. Meet with accounting firm as necessary to answer questions for the filings.
8. General account payment for City of Sturgis for electric for street lamp poles.
9. Confirm that all dues have been collected.
10. General account payment to the State of Michigan for the Corporation name annual fees. \$20.00
11. General account payment as needed for legal fees for the Condo.
12. Review Condo Assoc. insurance policies annually.
13. General account payment for the Condo Assoc. insurance premiums for each year.
14. General account payments (3 x per season) for snow removal per contractor agreement.
15. Generate invoice for mowing or cleanup as needed for those property owners that don't take care of their lots.
16. Complete all work in the Condo QuickBooks software.
17. Reconcile all bank statements in the software.
18. Research all projects or incidental items to resolution.
19. Meet with companies to obtain multiple quotes on projects. Then create spreadsheets for comparison purposes to establish which represents the best interest of the members.
20. Make recommendations for, and IMPLEMENT needed repairs to condo common elements [mainly roads] and utilities. Then schedule service dates for the work necessary.
21. Maintain accurate contact information for members.
22. Administer Condo annual elections and setup meetings. **(We will be suspending these until further notice.)**
23. Create amendments to the by-laws as necessary.
24. Furnish information to Real Estate Agents representing clients who are purchasing a unit.
25. Fill out bank forms requesting information for appraisals for clients who are purchasing a unit.

There are countless other items that should be on this list, but these are the most notable.