

Island In The Hills Condominium Association Duties

February 10, 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 account check to LTPOA for the members' boat launch fees each season.
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 electric for \$600.00 to cover the sewer electricity for the year.
9. Confirm that all dues have been collected.
10. Generate a payment of collected sewer dues from the General account and place it in the Sewer Escrow account.
11. Sewer account payment to the State of Michigan for the wastewater permit each year \$200.00.
12. General account payment to the State of Michigan for the Corporation name annual fees. \$20.00
13. General account payment as needed for legal fees for the Condo.
14. Review Condo Assoc. insurance policies annually.
15. General account payment for the Condo Assoc. insurance premiums for each year.
16. General account payment to Island Hills, LLC for the road edge mowing during the season. (6 monthly mowings May-October @ \$125 ea. using one (1) person) \$1687.50
17. Sewer account payment to Island Hills, LLC for the mowing of the septic field. (12 bi-weekly mowings May-October @ \$150 ea. using two (2) people) \$1800.00
18. General account payments (3 x per season) for snow removal per contractor agreement.
19. Generate invoice for mowing or cleanup as needed for those property owners that don't take care of their lots.
20. Complete all work in the Condo QuickBooks software.
21. Reconcile all bank statements in the software.
22. Transfer funds from General Acct. to Sewer Acct. as necessary. (ALL dues coming in are deposited into the General Acct. Then we transfer the amounts that apply *only* to members who have access to the community septic system.)
23. Research all projects or incidental items to resolution.
24. 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.
25. Make recommendations for, and IMPLEMENT needed repairs to condo common elements [mainly roads] and utilities. Then schedule service dates for the work necessary.
26. Maintain accurate contact information for members.
27. Administer Condo annual elections and setup meetings. **(We will be suspending such things until further notice.)**
28. Create amendments to the by-laws as necessary.
29. Furnish information to Real Estate Agents representing clients who are purchasing a unit.
30. 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.