Lake Crest Day to Day Property Manager

Communication

- Maintain available e-mail addresses for all Homeowners
- Send out e-mail blasts to Homeowners
- Reply to Homeowners e-mails

Work with Lake Crest Committees

- Lake Committee
- Pool Party/Pool Committee
- Children and Adult Activities
- Welcome Committee
- Communications Committee
- Lake Committee

Common Areas

- Negotiate and oversee all maintenance and service contracts for common areas and manage needed improvements on common areas.
- Make sure Flags are lowered and raised when flag status changes and make sure flags remain in good working order, replace when tattered or worn.
- Check street lights on regular schedule and report any bulbs that need replaced.
- Maintain timers for lights for pool and pool parking lot.

Flag Circle, White Stone Way, and Trumpet Circle

- Negotiate and oversee all maintenance and service contracts for common area and new construction on common areas.

Pool/Clubhouse

- Order supplies for clubhouse and pool
- Train, schedule and manage pool monitors
- Make sure pool is maintained
- Keep reservation calendar and collect deposit for clubhouse rental

Homeowners

- Work with homeowners to resolve all issues
- Assist with maintenance of HOA website
- Assist with preparation/copy/mailing of proxy forms for annual meeting
- Assist with obtaining responses from Proxies

Covenant Compliance

- Assist ARC with e-mails, letters, and phone calls
- Review architectural change requests from Homeowners making sure all documentation has been received and completed before forwarding to ARC for approval.
- Advise Homeowner of any additional requirements by ARC
- Advise Homeowner of approval or denial or request
- Send letters to Homeowners as needed
- Handle fine letters and tracking of fines
- Drive through Neighborhood monthly to check for non-compliance.
- E-mail compliance report to ARC Committee
- Send compliance letters for homes sold or refinancing to closing attorney/attorneys
- Maintain documentation of variances and ARC requests/status