

Pinnacle Homeowners' Association Responsibilities of Property Manager

Manager shall manage the day-to-day operations of the Common Areas including the following:

- **Landscape maintenance, repair and replacement**
- **Snow removal**
- **Cleaning of common areas and removal of trash from grounds**
- **Maintenance, repair and replacement of such items as utility lines, sprinkler systems, common facilities, roofs, siding, roads, sidewalks, lights, signs, and other improvements, including the right to contract for such maintenance and minor repairs in amounts not to exceed \$5,000.00 without prior approval by the Board of Directors, unless previously included in the annual budget.**
- **Assisting the Board of Directors in obtaining and evaluating bids for snow removal, shuttle service, staining and painting, landscape maintenance or improvements**
- **Accounting and clerical functions for the Association including quarterly billings and collections, filing of liens, billing of annual and special assessments preparation of unaudited financial reports, bookkeeping, accounts payable, and management and reconciliation of the checking account of the Association. Manager shall receive income due the Association and will deposit the income in the designated bank accounts.**
- **The Manager shall advise the Association regarding its annual budget and will prepare in preliminary form for consideration during the month of February of each year a budget for the coming fiscal year.**
- **Maintain the policies of insurance required under the Declaration and Bylaws of the Association, and under the direction of the Association's Board of Trustees. Handling insurance claims, and all other usual customary and ordinary day-to-day management functions.**

Manager may act on behalf of the Association in carrying out its duties and powers including maintaining the integrity and safety of the buildings and common areas.

Manager shall advise the Board with respect to the necessity for maintenance and repair of the buildings and common areas.

Manager shall enforce the provisions of the Declaration and Bylaws and the rules and regulations of the Association.

Manager agrees to use its best efforts to perform the services outlined for the sums budgeted.

Manager may use its own personnel to manage the common areas as well as providing accounting and clerical services.

Manager shall use its best efforts to maintain the goodwill of the unit owners and to operate the common areas for the benefit of the unit owners and their guests.