

WHO'S WHO?



Developer

- Responsible for the formation of the association
- Installs community infrastructure (i.e. roads, utility lines, etc.)
- Appoints board of directors during the developing period
- Sells lots to the homebuilder(s)
- Also referred to as a declarant
- Has specific rights listed in the covenants or other governing documents

Builder

- Builds and sells the homes
- Provides builder or home warranty
- Can be the same as the developer but usually is a separate legal entity

Association

- Homeowners are automatically members upon purchase of the property
- Board members, appointed by the developer or elected by the community set policy
- Collects assessments to pay for the maintenance of the common area and other association expenses such as insurance, taxes, and utilities
- Must follow the governing documents of the community
- Must follow all relevant state and federal laws (Ex: Ch. 209 of the property code)
- Does not usually have any employees, only volunteer board members

Management Company

- Bills and collects the assessments on behalf of the association (funds are held in the association's bank account)
- Performs accounts receivable and accounts payable functions for the association
- Has employees, one that acts as the community manager and the point of contact for the association and board of directors
- Coordinates the business needs of the association

COMMUNITY MANAGEMENT TEAM

DUTIES OF THE MANAGEMENT COMPANY:

- Collection of assessments
- Statements and late fees
- Accounts payable services
- Architectural control process
- Enforce amenity center rules and access oversight
- Resident communication
- Resale certificates
- Community information
- Maintenance emergencies
- Insurance
- Bank accounts
- Real estate taxes

- Annual meetings
- Board meetings
- Committee meetings
- Deed restriction enforcement
- Long-term maintenance plan
- Coordinate community maintenance with board approval
- Coordinate vendors for board of directors
- Communicate community concerns to board of directors
- Annual budget
- Monthly financial reports
- Year-end financial statements