

SERVICES PROVIDED BY SUNVAST PROPERTIES MANAGEMENT

General summary of services provided by Sunvast Management:

- Supervise all contractors, including landscape and pond contractors to assure they are in compliance with established contracts.
- Protect, maintain, repair and replace Association property and the common elements of the Association.
- Check for accuracy of all bills or invoices received by the Association for services, work and supplies in connection with maintaining and operating the Association.
- Maintain appropriate records of all insurance coverage carried by the Association, assist in making appropriate adjustments and assuring proper payment.
- Prepare and send all letters, reports and notices.
- Maintain a current owner's roster.
- Compile cost estimates and prepare and propose a recommended budget.
- Be responsible for the keeping of official books and records of the Association, as defined in Section 720 of the Homeowners Association Act.
- Furnish and maintain in a customary and consistent manner with proper accounting principles, practices and procedures, a comprehensive system of the Association's financial records. Collect assessments and furnish the Association with an itemized list of delinquent accounts.