



Community Association Manager Job Summary

Description and Position Responsibilities

Property Managers are certified and licensed by the State of Florida for Community Association Management (CAM). CAMs ensure the entire community is organized and operated in accordance with the association's governing documents.

Responsibilities include but are not limited to working directly with the Board of Directors, the association's attorney, and contractors to manage the community. Preparation for and attendance of community board meetings, and inspect the community, daily, for violations or common area issues. Maintains knowledge and understanding of contracts between the association and vendors. Oversees all construction projects and ensures maintenance/improvement and other related projects are completed on time and within budget. Provides financial support with a wide range of functions including (but not limited to) reviewing financial statements, submitting invoices, assisting with the creation of budgets, and monitoring expenses. Answering and responding to all residents' questions and concerns.

Hours of Availability: Monday-Friday from 8:30 a.m. – 5:00 p.m.

Artemis Lifestyles recognized the following as a holiday and the office is closed:

- New Year's Day
- President's Day
- Labor Day
- Independence Day
- Memorial Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Floating Holiday