

Property Manager Responsibilities and Duties

The Hebgen Lake Estates (HLE) Homeowners Association (HOA) Property Manager is responsible for the bookkeeping function, and administrative functions including monitoring the association's mailbox, sending out dues' invoices and delinquency notices, and annual meeting notices. This individual will have no responsibility to any of the homeowners but will report directly to and take direction from the Board of Directors.

Property Manager's general duties include:

- Checks the HLE/HOA PO Box periodically for checks to be deposited and bills to pay.
- Checks the HLE/HOA email account and forwards messages to Board Members requiring action.
- Prepares and maintains the property owners' listing and performs updates for any information or title changes.
- Emails annual dues invoices to those property owners who have furnished their email account information, and mail remaining invoices to those owners providing their mailing addresses.
- Emails follow up dues' invoices to those delinquent property owners who have furnished their email account information, and mail remaining follow up delinquent dues' invoices to owners' providing their mailing addresses.
- Sends out annual meeting notices, agenda, and proxies & ballots to all homeowners either to their email accounts or to their mailing addresses.

Property Manager's bookkeeping duties include:

- Prepares in January the annual dues invoices for all property owners.
- Prepares two follow up dues' invoices after 30 and 60 days of accounts remaining unpaid and maintains and updates an outstanding dues listing.
- Prepares deposit slips and timely deposits checks received from annual dues.
- Pay bills approved by the Treasurer or designated Board Officers.
- Performs monthly bank statement account reconciliations after which are submitted to the Board for their review.
- Files liens prepared by the Treasurer as needed.
- Assists the Treasurer with maintaining association monthly cash flows.