

Section: Management Responsibilities

1. Appointment of Management: The Homeowners Association (hereinafter "the Association") may engage a professional Management Company or Agent to perform the day-to-day operations and administrative functions of the Association as directed by the Board of Directors.

2. Scope of Duties: The responsibilities of the Management Company shall include, but are not limited to:

- **Financial Management:** Collection of assessments, payment of Association expenses, preparation of monthly financial statements, and assisting in the development of the annual budget.
- **Maintenance Coordination:** Oversight of common area repairs, landscaping services, and contracting with vendors for essential services.
- **Compliance and Enforcement:** Monitoring the community for violations of the Covenants, Conditions, and Restrictions (CC&Rs) and issuing notices as directed by the Board.
- **Administrative Support:** Maintaining Association records, organizing annual meetings, and providing communication between the Board and the Homeowners.

3. Board Oversight: The engagement of a Management Company does not relieve the Board of Directors of its ultimate fiduciary responsibility. The Board shall retain final decision-making authority regarding all financial expenditures, legal actions, and policy changes.

4. Access to Records: The Management Company shall maintain all Association documents in an organized manner and shall make such records available for inspection by homeowners in accordance with state laws and Association bylaws.