



GRANT PROPERTY MANAGEMENT
851 Broken Sound Parkway NW Suite 102
Boca Raton, FL 33487
561-417-4100
www.grantmgmt.com

Pursuant to Chapter 468, Florida Statutes

Community Management: GRANT PROPERTY MANAGEMENT

Community Manager: Tom Biggs
Email: gpm@grantmgmt.com
Phone: 561-417-4100
Available: Monday – Friday 9:00am – 5:00pm

SUMMARY OF DUTIES:

The Grant Property Management and the LCAM work to assist the Board of Directors with running the business of the Association effectively, efficiently and within the guidelines established by the governing document of the Association, the annual budget, Florida Law and the Board of Directors.

This shall include; **a.** Property Inspections of common areas, **b.** recommend maintenance items, **c.** coordinate vendors for work orders, repair and maintenance, as well as project proposals and monitor progress once approved, **d.** Accounting and Financial Management Services related to Assessment payments and collections, as well as bills and other financial obligations as stipulated by the budget of the Association, **e.** assist in the budget preparation, **f.** assist the board and/or Association’s insurance agent in support of obtaining proper coverage, **g.** act as a single point of contact for General Correspondence on business matters and if appropriate schedule a visit with a homeowner, **h.** monitor and prepare violations of the Association’s governing documents, **i.** attend board meetings, **j.** act as a repository for all official records of the Association, **k.** for an additional charge provide Project Management for any project that entails involvement beyond the scope of routine services.