

DEL MAR
MANAGEMENT
MANUAL

Prepared & Printed 12/21/88

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DEL MAR MANAGEMENT MANUAL

" All of the powers and duties of the Association will be exercised exclusively by the Board of Directors --- Subject only to approval by apartment owners when such is specifically herein or elsewhere required. "
(Paragraph 4 By Laws Del Mar Association, Inc.)

The above quotation clearly defines and establishes the philosophy that management is vested in the Board of Directors elected by the Apartment Owners. Directors may be removed by concurrence of two thirds of the vote of the entire membership. (See 718.112 (2)(K))

The Executive officers elected by the Board Members, are responsible for implementing the policies of the Board of Directors within their respective areas of responsibility. Executive officers may be peremptorily removed by vote of the Directors at any meeting.

This manual is presented as an aid to assist in the effective management of the affairs of the Del Mar Association.

The Manual Consists of the following:

- 1) ORGANIZATION/COMMUNICATION CHART
- 2) JOB DESCRIPTIONS
 - a) BOARD OF DIRECTORS
 - b) PRESIDENT
 - c) VICE PRESIDENT
 - d) SECRETARY
 - e) TREASURER
 - f) MANAGER
 - g) OFFICE-MANAGER
- 3) DEL MAR POLICIES
- 4) COMMITTEES

The contents of this manual, along with any future additions, deletions and/or change to any section or part there-of, must be approved by the Board of Directors at a regular scheduled meeting and made a matter of record in the minutes of such meetings.

Approved: December 21, 1988



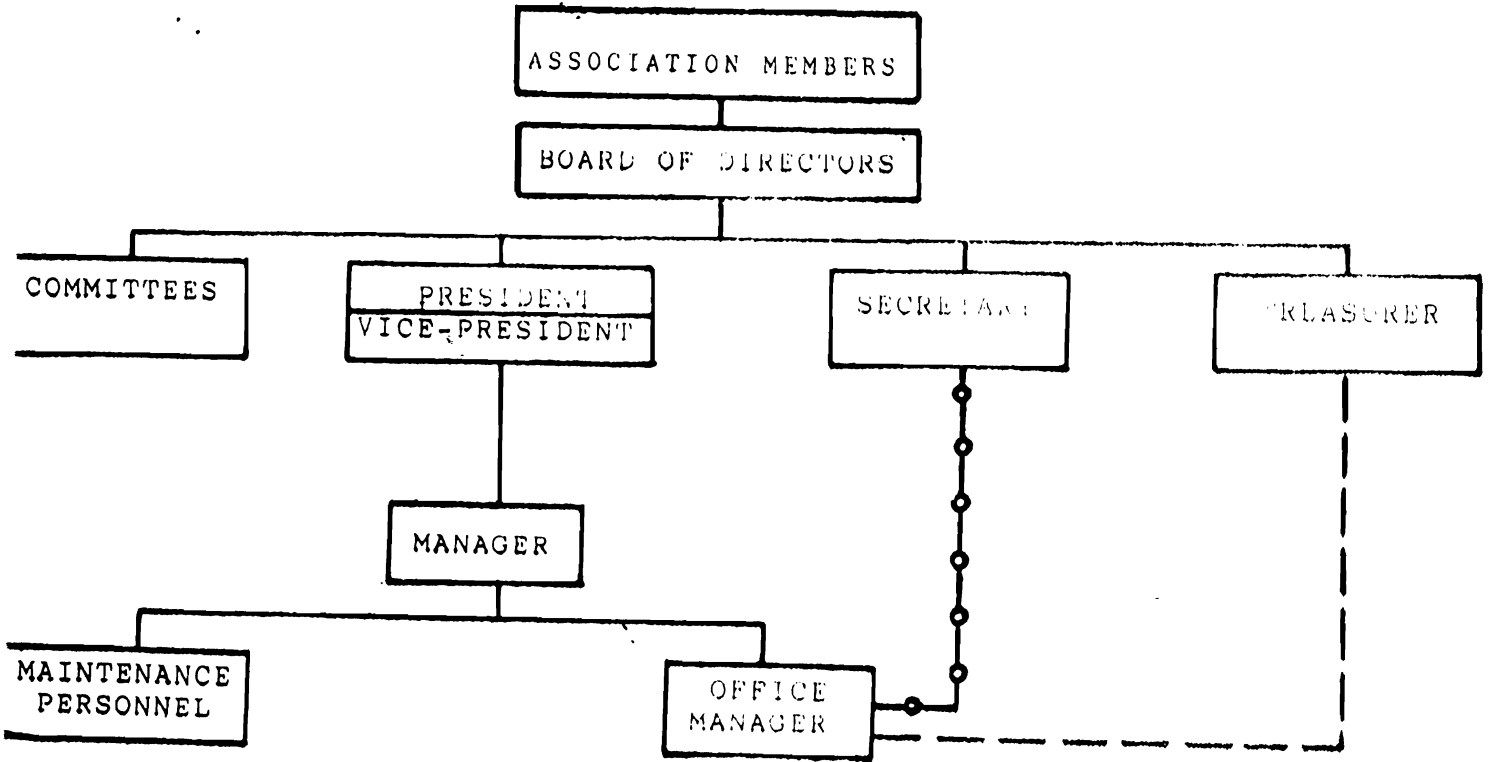
John Lester

Secretary, Board of Directors

Distribution : -----

- 1 copy - each Board Member (while in office)
- 1 copy - Manager
- 1 copy - Office Manager
- 4 copies - File

ORGANIZATION & COMMUNICATIONS CHART



--- PROVIDES ASSISTANCE
IN FISCAL
MANAGEMENT MATTERS

●●● PROVIDES ASSISTANCE
IN ADMINISTRATIVE MATTERS

BOARD OF DIRECTORS

POSITION DESCRIPTION

The Board of Directors, is accountable to the Association Members, and has over-all Managerial Responsibility for the affairs of the Del Mar Association.

RESPONSIBILITIES:

The Board of Directors will:

- elect the executive officers (ie: President, Vice President, Secretary, and Treasurer) who will serve as subordinates to the Board for a one year term.
- be responsible for publishing adequate guide lines such as job descriptions, policy, procedures and other directives necessary to effectively manage the affairs of the Association.
- hire such personnel as required to implement policy and procedures in the over-all management of the Association.
- approve the annual budget and all major maintenance contracts
- act upon all matters properly presented to the Board by members, committees; and unit owners.
- attend all meetings, if possible, as called by the President.

*As a Director, I am responsible and accountable to
All Assoc. Members*

PRESIDENT

POSITION DESCRIPTION

The President, as an elected official of the Board of Directors, is the chief executive officer of the Association and is responsible to the Board of Directors.

RESPONSIBILITIES:

The President will:

- preside over all meetings required to conduct the affairs of the Del Mar Association.
- with assistance of other elected officials insure that the Board of Directors and Association members are informed on all matters of interest.
- as the Chief Executive Officer be the communications channel between the Board of Directors and Managerial Personnel.
- in the absence of a quorum of Board Members and in an emergency have the authority to act in unusual situations.
- appoint Board and Association members to committees to ¹⁷complement business, ~~social and other activities~~ of the Del Mar Association.

VICE PRESIDENT

POSITION DESCRIPTION

The Vice President, in the absence or disability of the President, will perform the duties of the President.

RESPONSIBILITIES:

The Vice President will:

- provide continuity of the office of the President when called upon.
- assist the President in the administration of all affairs of the Del Mar Association, including supervision of Management Personnel.
- participate in such committee activities as requested by the President.

POSITION DESCRIPTION

The Secretary, as an elected official, is responsible to the Board of Directors. He will monitor retention of the records of the Association except financial records and perform all other duties incident to the office of Secretary of the Association, as may be required by the Directors and/or the President.

RESPONSIBILITIES:

The Secretary Will:

- keep the minutes and oversee publication of all official proceedings of the Board of Directors.
- act as Parliamentarian and advise the President on Robert's Rule of Order during Board meetings.
- act as the Board's primary contact with the Office-Manager in helping to formulate administrative procedures.
- have custody of the "Seal" of the Association.
- affix association "Seal" and sign legal documents as required.
- issue all legal notices.
- receive all legal correspondence and notices, supervise ballot counting and recording, including certifying the results and affixing the corporate seal.

TREASURER

POSITION DESCRIPTION

The Treasurer implements fiscal management policies approved by the Board of Directors.

RESPONSIBILITIES:

The Treasurer will:

- have custodial responsibility for all property of the Association, including funds, securities and evidence of indebtedness.
- prepare policy and procedures on fiscal management in all areas such as (but not limited to) maintenance of accounting books and records, establishing money accounts consistent with security and liquidity etc---.
- provide technical assistance in fiscal matters to the Office Manager.
- assist in preparation of monthly financial statements.
- collaborate with Board Members and Management Personnel in preparing the Annual Operating Budget.
- monitor preparation of the Annual Audit.
- co-sign, when available, checks drawn in payment of allowed operating expenses or other items approved by the Board.
- monitor retention of all financial records.

MANAGER - DEL, MAR

POSITION DESCRIPTION

The Manager is responsible to the Board of Directors for the over all management of the Vista Del Mar Complex. This includes daily supervision of office and maintenance personnel in attaining this objective.

RESPONSIBILITIES:

The Manager will:

- plan, schedule and daily supervise all maintenance activities.
- establish personnel requirements and, with prior board approval, have employment and discharge responsibilities.
- insure all employed personnel comply with appropriate federal, state and local laws and ordinances, as well as appropriate directives of the Vista Del Mar Documents.
- purchase supplies necessary for the on-going maintenance of the complex with single line item purchase limited to \$500. Each single item and/or other projected expenditures in excess of \$500. must be submitted for Board approval, with a minimum of three bids and a recommendation by the Manager.
- * - insure that contractors approved for major repairs or replacements have proper licenses, liability and workman's compensation insurance.
- monitor the office manager for compliance with established administrative policies.
- assist in preparation of Annual Budget.
- prepare written schedules and reports of maintenance and other activities as requested by the Board of Directors.

OFFICE MANAGER

POSITION DESCRIPTION

The Office Manager is responsible for all administrative and fiscal procedures and records and files required to support the effective management of the Del Mar Association.

RESPONSIBILITIES:

The Office Manager will:

- deposit all monies received.
- maintain all financial records and accounting books
- prepare disbursement of funds for payment of all obligations.
- prepare the weekly payroll, with affiliated requirements.
- prepare monthly financial statement under the direction of the treasurer
- assist the Manager and the Board of Directors, including executive officers, in the preparation and filing of all correspondence.
- assist the Manager and Treasurer in preparing the Annual Budget
- compile necessary financial and other documents for the Annual Audit.
- assist the Rental and Sales Committee in processing forms for occupancy.

SUBJECT: VACATION - SICK LEAVE - HOLIDAYS

All vacations and sick leaves are based upon time from date of employment. All employees will undergo a 90 day trial or observation period. If retained in employment, this time will count toward accrued vacation time; if not retained, no vacation entitlement will accrue from this trial period.

VACATIONS WITH PAY

- (a) Vacations must be taken during each calendar year. No carryover is allowed.
- (b) Completion of 1 year service from date of employment - 1 week vacation.
- (c) Completion of 2 years service from date of employment - 2 weeks vacation.
- (d) *delete* Completion of five years service or more from date of employment - 3 weeks vacation.
- (e) Upon termination of a permanent employee, compensation for earned but unused vacation time will be on a pro-rated basis.

SICK LEAVE

- (a) Five days sick leave will be authorized per calendar year.
- (b) No sick leaves will be authorized during the initial 90 day trial employment. Following this period sick leave entitlement will start from date of employment.
- (c) An accumulation of 20 sick leave days is authorized. However upon termination there will be no compensation for sick days not used.
- (d) After three consecutive work days are missed due to illness a note from the doctor will be required on returning to work.
- (e) When illness absence exceeds ten work days the doctor's note should include his prognosis for full recovery, besides describing the sickness or injury.

HOLIDAYS WITH PAY

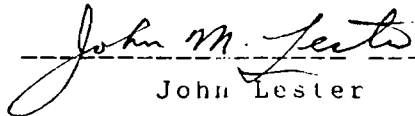
All personnel on the payroll, regardless of status (ie trial period or other) will be paid for authorized holidays. All personnel must be physically present for work on the work day preceeding and the work day following a holiday to qualify for holiday pay - except when holiday falls within authorized vacation.

Authorized Holidays with pay are:

- (a) New Year's Day
- (b) Good Friday
- (c) Memorial Day
- (d) Fourth of July
- (e) Labor Day
- (f) Thanksgiving Day (Friday after Thanksgiving day)
- (g) Christmas

~~Holidays falling on Saturday will be celebrated on Friday;~~ Those falling on Sunday will be celebrated on Monday.

APPROVED: December 21, 1988



John Lester

Secretary, Board of Directors

On Thursday October 24, 1996 The Board of Directors voted to make the day after Thanksgiving a paid holiday with the above outline as a guide.



Willard Fitch

Secretary, Board of Directors

HOLIDAYS WITH PAY

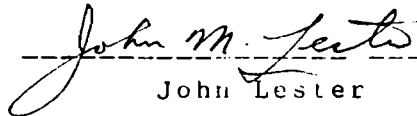
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Willard Fitch

Secretary, Board of Directors

EL MAR POLICY NUMBER 2

SUBJECT: LIFE AND HEALTH INSURANCE - EMERGENCY LEAVE

Insurance and emergency leave are based upon time from date of employment. All employees will undergo a 90 day trial or observation period. If retained in employment, this time will count toward purchase of insurance.

HEALTH INSURANCE

Beginning with the 91st calendar day of employment, the Association at the request of the employee, will purchase health insurance for the employee and pay the following percent of the total premium:

- Remainder of the first year of employment - 50%
- Second year of employment - 75%
- Remaining years of employment - ~~100%~~ 80%

Dependents coverage is not furnished by the Association but may be added and paid for by the employee.

LIFE INSURANCE

A \$10,000.00 term life insurance policy on the employee with the beneficiary of the employees choosing is automatically purchased if the employee chooses to obtain health insurance.

EMERGENCY LEAVE

Emergency leave with pay may be granted by the Manager, at his or her discretion, for up to five days for emergencies; such as death in family, serious illness of close family members, etc. The manager will inform the President or other officer of a decision as soon as practical.

*Approved
Frederick J. Dangle*

8/17/89

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Approved
Frederick J. Dwyer

8/17/89

DEL MAR POLICY NUMBER

SUBJECT: PERSONNEL REQUIREMENTS

The Board of Directors will approve the number of personnel needed to implement those policies and procedures as needed for effective management of the Del Mar Association.

1. MANAGER - DEL MAR

The Board of Directors will have final approval in the selection of the Manager. A Board appointed committee or the Board itself will be responsible for advertising and conducting interviews of individuals responsible for the responsibility of Manager.

2. OFFICE MANAGER - DEL MAR

The procedures for the employment of Manager will apply. However, the services of the Manager may be included in the process, at the discretion of the Board of Directors.

3. WAGES - MANAGERS POSITIONS

The Manager's position will be salaried. The Office Manager will be paid ~~at an hourly rate scale~~ ^{Salary *}. Wages in both positions will be competitive with similar positions within the local work area.

4. MAINTENANCE PERSONNEL

The Manager, with Board approval, will establish the maintenance force requirements and will be responsible for employment and discharge procedures and actions.

* Fred 12-1993
JJP

5. WAGES - MAINTENANCE PERSONNEL

Maintenance Personnel will be paid at an hourly rate. The Manager will recommend pay-scale wages that are competitive with similar positions in the local area to the Board of Directors for approval.

6. WAGE INCREASES AND BONUSES

Wage increases and bonuses will be based primarily on merit and job accomplishment. The Manager will recommend such actions for hourly wage personnel to the Board of Directors for approval. The Board will be responsible for salary increases and bonuses for the Manager - Del Mar Position.

APPROVED:

December 21, 1988



John Lester

Secretary, Board of Directors

DEL MAR POLICY NUMBER 3

SUBJECT: USE OF PRIVATE VEHICLES

In the conduct of business affairs for Del Mar Association, the use of private vehicles, subject to prior approval, is authorized and the owner of such vehicle will be re-imbursed.

Use of private vehicles by all wage employees must have the authorization of the Manager, who will initial the necessary payment voucher. Payment will be issued from the petty cash account.

The mile rate will conform with that used by Internal Revenue Service to compute monetary deductions for use of personal vehicles as noted in I.R.S. instructions.

APPROVED: December 21, 1988

John M. Lester

JOHN LESTER

Secretary, Board of Directors

Where does Petty Cash Come From?

December 21, 1988

Grounds Committee

I. Definition and Purpose

The Grounds Committee is established by the Board of Directors of the Del Mar Association to provide assistance and advise to the Board and the Manager - Del Mar in the area of grounds appearance and any planned beautification programs. The Board would hope the views of the committee would be reflective of concerns and ideas of the residents.

II. Membership

The Committee will be chaired by an appointee of the Board. The chairman will appoint such other members of the committee as deemed necessary, subject to Board approval. The condominium manager will be an ex-officio member of the committee.

III. The Grounds Committee will:

- work with the manager to assist in developing an ongoing grounds inspection and improvement program (see Attachment A for a starting point sample prepared by the manager).
- assist the manager in carrying out the defined inspection program.
- meet at least once monthly during the period November through April and at other times as deemed necessary by the chairman.
- support the manager, if in agreement, on his submissions to the Board for funding requests in the Committee's area of concern.
- submit a report on Committee activities at the scheduled monthly meeting of the Board of Directors.
- act solely in an advisory or planning capacity. The line of operating authority and responsibility still remains the Manager reporting to the Board.

Building Committee

I. Definition and Purpose

The Building Committee is established by the Board of Directors of the Del Mar Association to provide input viewpoint, assistance and advice to both the Board and Manager - Del Mar on programmed building inspection and building preventive maintenance programs.

II. Membership

The Committee chairman will be appointed by the Board. The chairman, in turn will appoint four to six other committee members, subject to Board approval. Where possible, appointees should bring to the Committee experience or interest supportive to the Committee in its area of interest.

The Manager will be an ex-officio member of the Committee.

III. The Building Committee will:

- work with the Manager to develop an ongoing common elements inspection program to be done on a defined frequency (see Attachment A for a starting point sample prepared by the Manager).
- assist the Manager in carrying out the defined inspection program.
- help develop a preventative maintenance program based on the inspection program and maintenance experience.
- review and/or help develop utilities schematic and plat plan drawings to better provide the Manager or the Board a basis on which to act in an emergency or to plan additions or revisions .
- meet at least once monthly during the period November through April and at other times as deemed necessary by the chairman.
- support the Manager, if in agreement, on his submissions to the Board for funding requests in the Committee's area of concern.
- submit a report on committee activities at scheduled monthly meeting of the Board of Directors.
- act solely in an advisory or planning capacity. The line of operating authority still remains the manager reporting to the Board.

A HOUSING COMMUNITY FOR OLDER PERSONS

A. The Facilities and Services Committee

A standing committee advisory to the Board of Directors of Del Mar Association, Inc.

Purpose:

To assist the Board to be sure that the Del Mar Association conforms to Exemption #3 of the Fair Housing Amendments Act of 1988.

Objective:

To recommend to the Board those significant facilities and services specifically designed to meet the physical and social needs of older persons.

Composition:

A representative from each of the nine buildings in Del Mar with a chairman appointed by the Board. The condominium manager will be invited to attend committee meetings in an advisory capacity.

B. Government requirements, ie H.U.D.

1. Social programs.
2. Recreational programs.
3. Continuing education.
4. Information and counseling.
5. Homemaker programs.
6. Outside maintenance and referral services.
7. Accessible physical environment.
8. Emergency and preventative health care programs.
9. Congregate dining facilities.
10. Transportation to facilitate access to social services.
11. Services designed to assist and encourage residents to use available services and facilities.

Note: The housing facility need not have all of these features to qualify for Exemption #3.

See worksheets attached.

FACILITIES

What we have

Swimming Pool
Shuffleboard courts - tournaments
Walking paths - private roads
Ramps for wheel chairs
Bicycle parking room
Public bike & hike path, 1/2 mi.
Exercise
Clubhouse for social activities
and meetings
Elevators - each apartment bldg.
Laundry on each floor
Beach - 400 ft. for swimming,
fishing, walking
Within 2 miles:
Tennis courts Boat ramp
Fitness trail Marina
Picnic area
Uniform shirts to identify
our maintenance staff.
Library

What we need

Exercise equipment
Exercise room
Restroom access for handicaps
Shower railings " "
Restroom railings " "
Shower at clubhouse end
Elevator railings & jump seats
Golf car for local transportation
Boundary walking path, A+G Bldg.
Jacuzzi - use fish tank
Smoke alarms
Parking spaces for handicaps
More ramps

SERVICES

What we have

Aquacise classes - daily
Meals on Wheels available
Grocery and prescription del'y.
Emergency alert devices
Ladies luncheons (lifeline)
Bridge lessons
Coffee hours
Dinner dances
Happy hours
AARP driving course
Computer training course
Knitting, embroidery classes
Art classes
Notices on nine bulletin
boards and in clubhouse
Full time maintenance - repair
911 service within one mile
Emergency evacuation
for the handicapped

What we need

Exercise classes in clubhouse
Cholesterol tests
Blood pressure tests
Bus schedule - Council on aging
Gerontologist program
C.P.R. courses
Senior swimming hours
extended. Limit childrens time
Senior hours for shuffleboard,
pool room, ping pong.
Day trips to races, jai alai,
Buddy system for singles
with daily contact
Safety classes

OFFICE RESPONSIBILITIES

1. All applications for sales or leases will be given the following forms for completion:
 - a. Application for lease or purchase approval
 - b. Application for occupancy
 - c. Authorization to release information
 - d. Registration and age verification
2. Upon submission of above forms the office will make sure:
 - a. All forms are complete
 - b. All questions answered
 - c. All properly signed

If any requested information is not supplied the application will not be accepted and will be returned to the applicant or agent.

3. If all forms are complete and accepted a non-refundable processing fee of ~~\$100~~ \$100.00 and a copy of the properly signed lease or sales contract will be required and accepted.
- 4.A If the application is for a lease renewal for either the same or different apartment no fee will be charged but the following will be required:
 1. Lease application
 2. Application for occupancy
 3. Copy of new lease
- B If an apartment is purchased by a present owner the following forms will be required:
 1. Application for purchase
 2. Application for occupancy
 3. Signed sales contract
- C If an apartment is purchased by a lessee the following forms will be required:
 1. Application for purchase
 2. Application for occupancy
 3. Signed contract

A processing fee will be required if there is a lapse of two (2) or more years.

If there is a lapse of two years or more since previous occupancy the complete application procedure as outlined in procedures 1 and 3 will be required.

5. Upon acceptance of completed forms and processing fee the applicant will be informed that the Association has up to thirty(30) days to process the application and accept or reject same.
6. The following forms will be submitted to Renters Reference for investigation:
 - a. Application for purchase or lease
 - b. Application for occupancy
 - c. Authorization to release information
7. Prepare office check list.
8. Arrange interview date with Sales & Lease Committee chairman.
9. When forms are returned by Renters Reference the Sales & Lease Committee chairman will be notified.
10. Validate Certificate of Approval for Board of Directors to approve.

SALES & LEASE COMMITTEE

Position Description

Chairman

The committee will be chaired by a resident of Vista Del Mar chosen by the Board of Directors.

Responsibilities

The chairman will:

- work closely with the Property Manager and Office Manager in processing the applications of prospective lessees and purchasers, making sure that all the required information has been submitted.
- select residents of Vista Del Mar as members of the committee.
- schedule interviews and advise committee members of date and time. At least two members of the committee will attend interviews.
- be responsible for all record keeping necessary:
 - a. Owner and rental files
 - b. Voting certificates and updating voting list
 - c. List of sales and leases for monthly Board of Directors meeting
 - d. List of annual leases. Sending notice to lessee and owner when lease is to expire
 - e. Complete certificate of approval for office manager to validate for Board of Directors approval
 - f. Sending letter of approval to lessees
 - g. Keeping records of material sent to Renters Reference and reviewing same when returned
 - h. Keeping schedule of interviews
 - i. Keeping list of deeds to be furnished by purchasers and notifying purchasers if not received
 - j. Convey to the chairman of the occupancy Records and Registration Committee all information requested for maintenance of records and files required for compliance with the Fair Housing Administration Act.

DUTIES OF COMMITTEE

Members should be well versed in the Documents of Condominium and the Rules and Regulations of Vista Del Mar.

1. Before interview review:
 - a. Application for purchase or lease
 - b. Application for occupancy
 - c. Authorization to release information
 - d. Lease agreement or sales contract
 - e. Renters Reference reports - if they have been returned after investigation
 - f. Registration and proof of age

Make sure all information requested is complete and properly signed before conducting interview.

2. While conducting interview ask questions pertaining to applicants former place of residence, place of employment, family, hobbies and other information that will help determine background and desirability as tenants.
3. Make sure applicant has copy of the rules & regulations.
4. Explain rules and regulations as outlined on orientation check list.
5. Make sure applicant understands that there will be no occupancy until approval has been given by the Board of Directors.
6. Have purchasers complete and sign a voting certificate.
7. Request a copy of the deed be submitted as soon after the closing as possible.
8. Complete Certificate of Approval to be notarized by a notary and approved by the Board of Directors.
9. Have applicant(s) sign the orientation check list.
10. Complete office check list.

Sale & Lease Procedures, Sales & Lease Committee, and Duties of Committee has been approved by the Board of Directors this 26th day of OCTOBER, 1989. This will become a permanent part of the Office Manual and will be enforced as of the date above.

Catherine A. Cray

President, Del Mar Assoc., Inc.

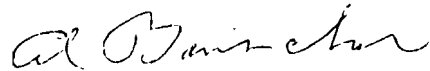
E. J. Babson

Sales & Lease Chairman

October 10, 1989

PAYMENT OF INVOICES
DEL MAR ASSOCIATION, INC.

1. All checks submitted to be signed must be accompanied by:
 - (a) An invoice which shows:
 1. Signature of person authorizing payment.
 2. An accounting code number.
2. A check may be issued when an invoice is not available if a request for payment form is signed. See attached.
3. Certain reoccurring invoices such as utilities, mortgages and payroll expenses need not comply with 1. and 2. above.
4. Upon receipt of invoices it is to be attached to the issued checks.



Al Banscher, Treasurer

REQUEST FOR PAYMENT

Check # _____

Vendor _____

Brief description of purchase _____

Accounting code number _____

Authorized signature _____

PROCEDURAL GUIDE
FOR THE
BUDGET COMMITTEE
DEL MAR ASSOCIATION, INC.

- Purpose**
1. To present an accurate and responsible annual maintenance budget for each fiscal year.
 2. To present to unit owners yearly financial requirements for deferred maintenance and capital expenditures.

- Members**
- The committee shall consist of the following:
1. Treasurer of Del Mar Association, Chairman.
 2. One (1) **Board of** Director member.
 3. One (1) Non- Board member - unit owner
 4. The President of the Board of Directors - Ex-Officio

Legal Requirements

1. 718.112(2) 4 (e) F.S.
2. 718.112(2) 4 (f)(1) F S.
3. 78.112 (24)(f) (2) FS.
4. Chapter 7D.23.004 (2) (a)
5. Del Mar Association - By-Law 2.1
6. Del Mar Association - By-Law 6.2
7. Del Mar Association Management Manual
(see Treasurers duty)

Important Dates

- * 1. February 7 - Mail to unit owners the reserve requirements for deferred maintenance and capital expenditures. 718.112.4(f)(2).
 - * 2. February 7 - Mail to unit owners the proposed annual maintenance budget.
 - 718.112.4(e)
 - 718.112.4(f)(1)
 - 718.504(20)
 - * 3. March 7 - Annual Meeting
 - a. Vote on reserves for deferred maintenance and capital expenditures.
 - b. Discuss proposed annual operating budget.
 - c. Vote on disposition of any financial surplus at end of fiscal year.
 - * 4. April 10 - Mail finalized maintenance annual budget to unit owners with monthly payment slips.
- * This is an approximate date. Will vary slightly from year to year.

Time Schedule

- October - Form Committee.
- November - Work on the reserve budget
- December and the annual maintenance
- January - budget.
- The budget committee will co-operate with:
1. Various committees of the Board of Directors and the Association.
 2. Work-shop meetings of the Board of Directors.
 3. Meetings with the Board of Directors.
- February - Mail both budgets to unit owners.
- March - Annual Members Meeting:
Present a fairly accurate annual maintenance budget and unit owners vote on reserves.
- April - Finalize annual yearly maintenance program and forward to owners together with monthly payment slips.

MANAGER - DEL MAR

POSITION DESCRIPTION

The Manager is responsible to the Board of Directors for the over all management of the Vista Del Mar Complex. This includes daily supervision of office and maintenance personnel in attaining this objective.

RESPONSIBILITIES:

The Manager will:

- plan, schedule and daily supervise all maintenance activities.
- establish personnel requirements and, with prior Board approval, have employment and discharge responsibilities.
- insure all employed personnel comply with appropriate federal, state and local laws and ordinances, as well as appropriate directives of the Vista Del Mar Documents.
- purchase supplies necessary for the on-going maintenance of the complex with single line item purchase limited to \$500. Each single item and/or other projected expenditures in excess of \$500. must be submitted for Board approval, with a minimum of three bids and a recommendation by the Manager.
- insure that contractors approved for major repairs or replacements have proper licenses, liability and workman's compensation insurance.
- monitor the office manager for compliance with established administrative policies.
- assist in preparation of Annual Budget.
- prepare written schedules and reports of maintenance and other activities as requested by the Board of Directors.

OFFICE MANAGER

POSITION DESCRIPTION

The Office Manager is responsible for all administrative and fiscal procedures and records and files required to support the effective management of the Del Mar Association.

RESPONSIBILITIES:

The Office Manager will:

- deposit all monies received.
- maintain all financial records and accounting books
- prepare disbursement of funds for payment of all obligations.
- prepare the weekly payroll, with affiliated requirements.
- prepare monthly financial statement under the direction of the treasurer
- assist the Manager and the Board of Directors, including executive officers, in the preparation and filing of all correspondence.
- assist the Manager and Treasurer in preparing the Annual Budget.
- compile necessary financial and other documents for the Annual Audit.
- assist the Rental and Sales Committee in processing Forms for occupancy.