

Duties and Responsibilities of Property Manager Gold Link Homeowners Association

Exhibit A to Property Management Agreement

A. Employ personnel and contractors necessary for the operation and management of the Association, and supervise the performance of such staff. Maintenance performed by the Manager's employees shall be billed to the Association at rates set forth in Exhibit B. Manager may use outside contractors to perform repairs, landscaping services, web site services, and tax return preparation at the best rate that the Manager can negotiate billed to the Association at contractor's cost.

B. Operate the facilities of the Association and supervise and maintain the operations of all common areas and amenities. Manager shall provide, or contract for, all required maintenance and landscaping of common areas of the Association. Such maintenance shall include:

1. Regular maintenance to keep the common elements in a safe, clean, and orderly condition.
2. Regular inspection of the Association common elements.
3. Maintenance of common area lights.
4. Maintenance of all exterior landscaped common areas
5. Regular inspection and maintenance of any common irrigation and electrical systems.
6. Necessary repairs and maintenance to the common elements, to the extent that the Association is required by Association Documents to repair and maintain the same.
7. Manage noxious weeds.

C. At the direction of the Board, to assist in obtaining and maintaining insurance for the Association.

D. Bill and collect assessments and promptly deposit the same in Association bank accounts. The Manager shall not co-mingle such funds with any other monies of the Manager or from projects other than the Association that are being operated by the Manager.

E. Manager shall pay all obligations incurred on behalf of the Association in accordance with this Agreement and the annual operating budget.

G. Prepare a proposed annual operating and capital expenditure budget for the Association.

H. Prepare a periodic newsletter to owners to inform them of activities with respect to the Association, correspond with owners as directed by the Board, and respond to owner inquiries.

I. Assist the Board in planning and conducting regular meetings of the Association and the Board, as required by the Association Documents.

J. Provide seller disclosure documents, as requested.

- K. Provide owner education, as required by law.
- L. Maintain accurate, complete, and separate records and books of account of the Association in accordance with generally accepted accounting principles. Such records shall be the property of the Association, and the Association shall be authorized at all times to inspect the records kept by the Manager pertaining to the Association.
- M. Prepare monthly financial statements of the Association's operations and balances.
- N. Place orders, as Association's representative, for such operating supplies and equipment necessary to properly operate the Association.
- O. Follow operating protocols and accounting policies as adopted by the Board.
- P. Enforce provisions of the Association Covenants, Bylaws, Rules and Regulations, and other Board policies.
- Q. Prepare minutes for Association meetings.
- R. Support DRB activities.
- S. Maintain and update Association web site.

July, 2016