

Duties of the CAM (Community Association Mgr) for Marina Bay Club

Marina Bay Club contracts with Sandcastle Community Management to manage our property and provide us with the services of an on-site licensed CAM (Community Association Manager).

The primary duties of the CAM are to:

Manage the Common Areas of the Property

- Maintenance & Repair, including vendor bids & contracts, and negotiations.
- Oversight of vendors, in accordance with the budget and at the direction of the Board.

Assist the Board in the operation of the Association

- Annual Budgets, Regular and Special Assessments, and Property Insurance.
- Agendas, Board Meetings, Minutes, Membership Votes, and Proxies.
- Association compliance with Florida Statute.

Owner support when it impacts a Common Area or the Association

- Use of common areas and facilities (examples; access control to the building; gate codes and transponders, elevators, trash, and use of common areas and amenities).
- Association requirements (examples: ARC reviews, leases and sales, pet & guest registration).
- Rules & Regulations: questions and enforcement.
- Damage to limited common elements (examples: water intrusion on shared walls, storm damage to lanai, issues with storage locker or parking spaces).

What the CAM Cannot Do:

Engage in any Unit Owner responsibilities:

- Unit Maintenance of any kind, whether owner on-site or away.
- Checking on a unit in an owner's absence including preparing a unit for a storm (remove furniture from a lanai, close shutters, etc.), preparing a unit for an owner's arrival (opening shutters, turning on the water, etc.)
- Assist in securing a unit prior to departure (turning off water, closing shutters, etc.)

Perform "concierge" type services for unit owners:

- Picking up mail and packages, or securing any owner valuables, even temporarily
- "Vetting" of a contractor hired by a unit owner (checking license, insurance, etc.)
- Making dinner reservations, scheduling personal appointments, etc.
- Enter a unit to do a "small favor" (for example, reset an internet router, reset a remote camera)

Accept compensation or "tips" from an owner for services rendered.

The above has been prepared as a simple reference for owners regarding general duties and expectations. It does not represent the full list of CAM responsibilities. Should you have any questions, please contact a Board member.