

Community Association Manager (CAM)

Reports To: Management

Version: 2.21.24

Job Overview:

The role of a community association manager at IMC is to be fully knowledgeable of the governing documents and practices of the communities in their assigned portfolio, or if onsite, their community. This CAM will be the direct contact for each of their Board members and/or committee members if applicable. CAMs need to be familiar with what IMC is contracted to do for their communities.

Responsibilities and Duties:

- Be in assigned IMC office between the hours of 8:00 am and 5:00 pm M-Th (lunch may be taken between 12-1), and 8:00 am and 4:00 pm on Fridays unless your agreed upon work schedule says otherwise.
- Check and address action items for portfolio in Vantaca daily.
- Assess emails for importance and address accordingly within 24 hours.
- Answer calls throughout each day. Check voicemails, assess importance, and address within 24 hours.
- Keep document folders up to date in Vantaca and in Homewisedocs for each of their communities. Minutes (draft at least) must be finalized and uploaded into Vantaca within 14 days of any official meeting. Once reviewed and finalized, financials must be posted in Vantaca before the end of the month.
- Association Additional Information in Vantaca must be kept up to date for each of their communities.
- Send out meeting notices per property code 209 requirements.
- Set up and attend all official meetings for their communities. If an urgent matter comes up, they must arrange for someone to attend in their place.
- Try and help all homeowners in their communities to an appropriate level.
- Follow the direction of their Boards.
- Report any issues with Boards or communities to management

Employees with Every other Friday off:

Some employees are on an agreed upon plan with management to take every other Friday off work. However, if any of said employees are behind on their required responsibilities and duties, they will be expected to refrain from taking any Fridays off work until they are caught up.

Job descriptions are subject to change and all employees who are affected will be informed in writing.

Responsibilities and Duties for Approved Work from Home:

Except for being physically present in an office, all responsibilities and duties are the same. If any of these responsibilities and duties are not met, WFH will not be approved again until further notice.

Job descriptions are subject to change and all employees who are affected will be informed in writing.