

TJW Contract Responsibilities

- TJW is only contracted to assist the Association in its duties and services as set forth in the Association Documents.
 - Every action performed by shall be as an agent for the Association.
 - TJW will confer fully and freely with the Board of Directors or the responsible Standing Committee Chairperson.
- TJW may hire such personnel in its own name, at the expense and with the concurrence of the Association, that TJW deems necessary for the efficient discharge of the duties as otherwise set forth in this Agreement.
 - Receive and record service requests and complaints in a systematic manner and keep records of actions taken with respect to each request.
 - Investigate, hire, contract with, supervise and pay such personnel and independent contractors, with the approval of the Board of Directors, as TJW deems necessary to properly maintain and operate the Community.
 - Propose contracts for necessary services to the Common Property subject to Board approval and at the expense of the Association.
 - Propose orders for such equipment, tools, appliances, materials and supplies as necessary to properly maintain and repair the Community, at the expense of the Association and subject to Board approval.
 - Cause to be placed and kept in force all forms of insurance of the type and in the amount requested by the Association or, as required by law or as required under the Documents, at the expense of the Association.
 - Maintain copies of the official records of the Association including; copies of the recorded Documents of the Association, minutes of all Association meetings, a roster of members, all current insurance policies, the management agreement, accounting records, contracts and voting proxies.
- Attend all meetings of the Association.
- TJW will support the Finance Committee with preparing and submitting the annual budget and proposed periodic assessment.
- Collect and deposit all periodic and special assessments, and from those funds prepare checks for Board signature to pay Association expenses.