



1540 SW 8th St; #1148 Boynton Beach, FL 33472
www.blueoceancommunities.com

Pursuant to Chapter 468, Florida Statutes

Community Management: Blue Ocean Management Associates, LLC

Community Manager: Tom Biggs

Email manager@blueoceancommunities.com

Phone 561-288-0049

Available: Monday – Friday 9:00am – 5:00pm

SUMMARY OF DUTIES:

Blue Ocean Management Associates, LLC and the LCAM work to assist the Board of Directors with running the business of the Association effectively, efficiently and within the guidelines established by the governing document of the Association, the annual budget, Florida Law and the Board of Directors.

This shall include; a. Property Inspections of common areas, b. recommend maintenance items, c. coordinate vendors for work orders, repair and maintenance, as well as project proposals and monitor progress once approved, d. assist in the budget preparation, e. assist the board and/or Association's insurance agent in support of obtaining proper coverage, f. act as a single point of contact for General Correspondence on business matters and if appropriate schedule a visit with a homeowner, g. monitor and prepare violations of the Association's governing documents, h. attend board meetings, i. act as a repository for all official records of the Association, j. If engaged, provide Project Management for any project that entails involvement beyond the scope of routine services.

FOR FINANCIAL INFORMATION: Please contact

Victory Accounting
561-739-7990
christy@victoryaccounting.com