



GREENWICH POA



2015

COMMUNITY NEWSLETTER

Spring

Annual Membership Meeting scheduled for Tuesday, April 14th at the Pool at 6:30 pm (sign-in starts at 6:00 pm) – if you cannot attend, please submit your proxy so that we can reach a quorum in order to hold the meeting.

Thank you!

EXACTLY WHAT DOES A PROPERTY MANAGER DO?

Several times I have had people ask me “exactly what does a community association manager (sometimes referred to as a property manager) do”?

A community association manager is responsible for the day-to-day operations of the homeowner/property owners association.

- We implement the decisions made by the Board of Directors at their meetings;
- We oversee the association’s contractors, vendors and employees (if any);
- We obtain bids for various services when requested by the Board allowing the Board to review same and make a selection;
- We perform on-site inspections looking at the quality of work being provided by the contractors, vendors, and inspecting the site for any obvious potential problems/hazards;
- We enforce your documents, rules and regulations with support from the Board of Directors and Compliance Committee;
- We are a “referee” between residents and the Board, or the Board and residents, or between residents.
- We oversee the financial position of the association by providing monthly financial reports to the Board and assisting with the budgeting for the coming year;
- We authorize payment for services rendered and follow-up to make certain the work is completed per the contractual obligations of the vendor;
- We offer administrative, operational and managerial advice to the Board of Directors and orientation/training for incoming committee members, as needed.
- Coordinates the Board of Directors meetings and the Annual Membership Meeting and Elections making certain that we meet the requirements outlined in FS Chapter 720.

Most importantly, we are here to assist you with any need and to make certain that your community is a place that you enjoy calling “home”.

What can't we do?

- We can't assist you with anything on the interior of your home that is your responsibility.
- In some cases, we may not be able to assist with a neighbor-to-neighbor dispute, though we should be the sounding board for both parties and hopefully be able to assist with a reasonable solution to help neighbors resolve issues that may arise between them...after all you are living in close quarters.
- We can't enforce a rule that does not exist. Rules are set by the Board of Directors. Rules can only enforce or clarify what your documents say. Only you, the membership, can amend the documents by a vote as directed in the By-Laws. We cannot enforce the Town of Jupiter rules and regulations.
- We can't teach etiquette, manners and responsibility, that is a shared community joint effort.

Community Association Managers (known as CAM's or LCAM's) are licensed through the State of Florida's, Dept. of Business and Professional Regulations. They must complete continuing education on an annual basis in order to maintain their license in good standing.

Paint:

If you need touch-up paint for your front door or garage door, it is available at Home Depot on Indiantown Road at Maplewood. Ask for Paul. They have a complete list of all exterior colors.

Security Alarm System:

Did you know that you are paying for the monitoring of your security alarm system through your POA dues? If you need help in activating your system, please contact ADT – Les Tadelman at ltadelman@adt.com.

Swimming Pool:

We will be changing pool maintenance contractors effective April 1st. Please remember that the pool is considered a “commercial” pool and is therefore subject to inspection by the Palm Beach County Health Dept. If any of the rules, as posted on the cabana wall, are being violated, the pool can and will be shut-down by the Health Dept. Please do not allow this to happen. Please follow the posted rules.

REMEMBER, NO GLASS CONTAINERS ARE ALLOWED AT THE POOL. ALSO NO PETS.

Satellite Dishes:

All dishes must be approved PRIOR to installation. Please contact the management office for the proper forms to be completed for approval.

Dog owners, we need your help....

Please, please pick up after your pet. There are dog stations with plastic bags conveniently located throughout the community...please use them. Also please make certain your dog is leashed at all times when off your property.

GREENWICH BOARD OF DIRECTORS

President – Kevin Kelly
Vice President – Peter Blaiabel
Director – Teeranai “Nong” Ovathanasin

MANAGEMENT COMPANY

Capital Realty Advisors, Inc.
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Community Association Manager
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