

MANAGEMENT INFORMATION

WHO MANAGES CAMPUS WALK?

The Board of Directors has engaged Cadden Community Management (CCM) to assist with managing the Association. CCM has designated an on-site Manager to perform the many functions needed to conduct the business of the Association, which is a Non-Profit Corporation. The Board of Directors sets policy, makes decisions and is charged with enforcing the community documents and rules. The Manager implements and carries out these tasks on its behalf. Be advised that the Manager is not involved in the sale of homes.

HOW CAN I CONTACT THE MANAGER? The Manager of Campus Walk is Debbie Tolton who is always available at the on-site Campus Walk office Monday through Friday, 11:00 a.m. to 3:00 p.m.. The phone number is **520-882-0228**.

WHAT DOES THE MANAGER DO?

The Manager performs many tasks on behalf of the Board of Directors and the Association. The duties of the Board of Directors are spelled out in the Association's Bylaws. However, owners are sometimes unclear as to the role of the Manager. Here is a partial list of duties:

- a) Collect and deposit the monthly assessments, and track payments
- b) Write delinquency letters and attempt to collect delinquent assessments before advising the Board of Directors regarding further actions to collect the debt.
- c) Review all Association invoices and bills for accuracy and fairness.
- d) Pay the Association's bills, as approved by the Board, or as per budget process.
- e) Produce a monthly financial report, which is sent to the President of the Board of Directors. The reports include a balance sheet, budget analysis, general ledger, accounts payables and receivables, bank reconciliations and delinquency report.
- f) File with the Arizona Corporation Commission each year, on behalf of the Association, a financial report, and assist the Board in securing an independent review of its books.
- g) Complete the annual Arizona Corporation Commission Report on behalf of the Association.
- h) Ensure that the Association's taxes are filed on time, securing the necessary Board signature.
- i) Review the Association's insurance policies yearly to insure coverage is adequate. The Association carries general liability and property insurance.
- j) Request proposals for the Association's insurance as needed, and from other contractors as needed.
- k) Coordinate the work of any contractors that may be engaged by the Board to perform Association services. Also assist in the bidding process as needed.
- l) Prepare and distribute the Association newsletter, as published from time to time.
- m) Assist the Board in the preparation of the annual budget. Research costs, trends and options and present a draft budget to the Board for preliminary review. The Board adopts the budget just before the beginning of each new calendar year.
- n) Process homeowner architectural change or modification requests to units. Any significant changes, additions or modifications to the unit require advance approval from the Association. The manager tracks and records this process for the Board.
- o) On behalf of the Board, conduct site inspections to observe compliance with the restrictions listed in the Covenants, Conditions & restrictions (CC&R's) and condominium rules. The manager notifies the owner of non-compliance. Any action is determined by the Board of Directors, who takes appropriate action on to remedy the condition. It is the manager's duty to notify a homeowner if he/she is in violation of a restriction or rule, and to follow up for the Association.
- p) Maintain all the files and records of the Association.
- q) Organize and process all Association mailings, such as Annual Meetings, billings, budget mailings, and coupon booklets.
- r) Answer all phone calls and address homeowner concerns to the extent of the Association's authority. Process all correspondence for the Association.
- s) Monitor and inform the Board of applicable State laws that apply to Association operations. The Association is subject to two significant State Statutes – The Arizona Condominium Act and the Arizona Non-Profit Corporation Act.

We hope this helps owners better understand the role of the Manager and management Company.

Thank you!