



FirstService Residential is the property management company for the Associations in Kings Point. They provide administrative services for the maintenance and operation of the association and supports in implementing the directives of the Board.

General Operations:

- Landscape, irrigation and pest control Service Requests
- Association Repair & Maintenance bids and implementation
- Enforcement of documents, rules & regulations and architectural controls
- Ensure compliance of local, state and federal regulations
- Inform and maintain contact with legal counsel on association matters

Repair & Maintenance:

- Log, track and secure competitive bids for all association repairs.
- Review work for completeness and bid compliance
- Obtain Release of Liens and Warranty Documents
- Oversee vendor contracts for contract compliance

Other:

- Assure compliance of all Transfer and Lease policies, including applications, documentation and association fees
- Create a Directors & Officers Manual for board use
- Insure insurance coverage for all association matters is adequate especially Directors & Officers Insurance
- Provide Directors and Officers Training
- Orientation for all new Kings Point Owners
- Assist in compliance with Florida Statutes and Florida Administrative Code in all areas of association business

Financial Matters:

- Collection of association monthly fees
- Pay all association operating expenses
- Advise association of delinquent accounts and comply with enforcement procedures
- Disburse budgeted sums and approved sums to vendors
- Maintain financial records
- Prepare monthly financial statements
- Plan and draft budgets with yearly reserve projections
- Monitor budget items