

## **Summary of CAM Duties**

1. Control or disburse funds of a community association
2. Prepare budgets or other financial documents for a community association
3. Assist in the noticing or conduct of community association meetings
4. Determine the number of days required for statutory notices
5. Determine amounts due to the association
6. Collect amounts due to the association before the filing of a civil action
7. Calculate the votes required for a quorum or to approve a proposition or amendment
8. Complete forms related to the management of a community association that have been created by statute or by a state agency
9. Draft meeting notices and agendas
10. Calculate and prepare certificates of assessment and estoppel certificates
11. Respond to requests for certificates of assessment and estoppel certificates
12. Negotiate monetary or performance terms of a contract subject to approval by an association
13. Draft pre-arbitration demands
14. Coordinate or perform maintenance for real or personal property and other related routine services involved in the operation of a community association
15. Comply with the association's governing documents and the requirements of law as necessary to perform such practices