PROPERTY MANAGER RESPONSIBILITIES

The duty of your community manager may include, but not limited to, supervision of employees; administrative duties including record keeping and purchasing of supplies/attending board meetings/providing management reports/violation notices; maintenance of common areas and property inspections, contract management, financial management including preparing draft budgets, invoicing, check deposits, collection of assessments, and other duties as may be required by the Board of Directors.

CONTACT INFORMATION

Office Hours: 7:00 AM to 4:00 PM

Phone Number: 561-424-0952

Property Manager: Jay Peskoff

E-mail: jpeskoff@carlegroup.com

Asst. Property Manager: Priscilla Nieves

E-mail: pnievesmi@gmail.com