

Management Trust On-Site Staffing

Metro District Board

HOA Board

	Facilities	Landscaping	DRC	Social
Lifestyle Director	Coordination with Committee to develop comprehensive programming that activates the facilities			Primary point of contact for scheduling, planning and execution of Committees events
Lifestyle Assistant	Assists in the coordination of events, programming and classes as suggested by the Committee			Assists Lifestyle Director through supervision, set up, take down and overall coordination of events
Maintenance Foreman	Primary liaison regarding facilities, & grounds and vendor management	Coordination with Landscaping Contractor		
Maintenance Tech	Execution of preventative maintenance and minor repairs as requested by the Committee			
Ambassador	Logistical Support / Coordination on an as needed basis	Logistical Support / Coordination on an as needed basis	Logistical Support (as needed) Assist and direct homeowners to the correct resources	Logistical Support / Coordination on an as needed basis
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Centralized / Off-Site Resources	<u>The Management Trust</u> <ul style="list-style-type: none"> 24/7 Call Center for Property Emergencies Work Order Tracking & Communication Board Meeting Coordination Budget Preparation & Reserve Study Coordination 		<u>AMI</u> <ul style="list-style-type: none"> Process architectural review requests Development and enforcement of policies, rules and regulations Dues collection and management of operation accounts & Budget Preparation / Reporting 	