**VIENNA SQUARE HOMEOWNERS ASSOCIATION, INC.**

**2108 E. EDGEWOOD DRIVE. LAKELAND, FL 33803**

**863-686-3700**

Vienna Square Member,

Enclosed with this mailing are the governing documents for Vienna Square, as recorded with the Polk County Clerk of Courts. Due to changes in FL Statutes, we are required to mail copies to all members who have not signed up to receive email communications. The enclosed documents also serve as document distribution for Villas at Vienna Square HOA.

Your management company is **AIA PROPERTY MANAGEMENT**, and your assigned property manager is **STEVE ALLEN.** Our office hours are **Monday – Thursday, 9:00am – 5:00pm and Fridays 9:00am – 3:00pm.** Our office phone number is **863-686-3700** or email **steve@aiapropertymanagement.com.** A summary of our duties is enclosed with this mailing.

Regards,

Steve Allen, CAM.

**PROPERTY MANAGEMENT COMPANY’S SUMMARY OF DUTIES:**

**Property Management:**

* Assist the association in location and contracting with maintenance providers
* Assist in securing competitive bids on services and products of the association
* Coordinate the activity of maintenance providers
* Issue violation notices and take other appropriate action necessary to resolve a violation in accordance with association documents and instructions of the Board
* Provide assistance in obtaining property, directors and officers, liability and other forms of insurance appropriate for Association

**Assessments:**

* Complete invoice or coupon billing to each Association member on a monthly, quarterly, or annual basis as appropriate for the association
* Collection and deposit of assessments into Association bank account insured by FDIC

**Accounting:**

* Preparation of quarterly and year-end financial statements
* Preparation of supporting financial reports
* Maintaining and updating detailed accounts receivable records
* Maintenance of Association bank account
* Preparation of monthly bank reconciliation
* Preparation of annual budget under guidance of the Association Board

**Tax and Association Reporting Requirements:**

* Arrange the preparation and filing of Federal tax returns
* Coordinate filing of Annual Report required by the Florida Dept of State
* Coordination and oversight of financial audit and reviews by independent CPA if required by statute or requested by the Board.

**Association Governance:**

* Attend Board/Membership meetings per contract
* Advise Board of items that may be appropriate for meeting agenda
* Prepare and mail proper notice for annual and special meetings
* Facilitate communications between the members and the Board

**Maintenance of Association Records:**

* We act as custodian of official records and files of the Association including:
  + Minutes of Board meetings, special meetings and annual meetings
  + Annual and special meeting attendance records
  + Accounting records including cash receipt and disbursement records
  + Insurance records