

Wasatch Commons Management Committee
Essential Tasks

- 1) Manage the business, property and affairs of Wasatch Commons Condominium Association, per its bylaws and other legal documents. Much of this work may be delegated, and commonly is delegated, to committees, individuals, or contractors, but the Management Committee retains authority and responsibility.
- 2) Meet regularly at dates and times announced to the community
- 3) Elect officers: President, Secretary, and Treasurer
- 4) Financial:
 - a) Keep track of financial status and report regularly to the community
 - b) Pay bills, collect payments, file tax returns
 - c) Obtain reserve study and update as necessary
 - d) Manage reserve funds
- 5) Budget: Develop a budget to be approved by the community
- 6) Provide for maintenance of common buildings and property
- 7) Review and approve leases
- 8) Update association legal documents as needed, per bylaws