

Topaz South Condominium Board Members are Unit Owners

Board of Directors Volunteer their Time

Individuals must attend 4 hours of training for certification to serve on the Board of Directors pursuant to Florida Statute 718.112

Must know Topaz South Condominium Bylaws and Rules and Relegations

Here is a partial list of the actions the board takes each month.

(Are you willing to volunteer some of your time to assist?)

1. Screen new Unit Owners- Explain Bylaws Rules and regulations.
2. Give Broward County Inspectors access to building/property.
3. Give Inspector access to roof for unit owner's A/C or clogged drains.
4. Call electrician for electrical repairs / light bulbs, Exit Signs, wiring.
5. File all State required documents.
6. Call out of town unit owners for issues affecting their unit. This may be a water or electrical issue with their unit or an issue affecting another unit.
7. Ensure repair of big flood light, that light up parking lot.
8. Replace light bulbs, pick up tree branches.
9. Monitor/call and assure Elevators are repaired in timely manner.
10. Put signs up when there is a need to cut water off for repairs.
11. Make sure roof is clear of loose materials pending high winds/storms.
12. Supervise lawn service-mowing/tree trimming.
13. Give Pest Control access to units. Ensure units are secure after spraying.
14. Call service contractors for washer/dryer repairs, drywall and others.
15. Purchase washer/dryers as necessary.
16. Board members and House Committee Collect Washer/Dryer coins, deposit in bank, give total to Management company for tracking.
17. Supervise contractors to repair water line and other plumbing issues.
18. Supervise drywall replacement after "stack" water line repairs.
19. Ensure contractors get paid for services performed.
20. Get three(3) estimates for various services and repairs.
21. Work with realtors as necessary to help new unit owners.
22. Assist owners that have been locked out of their unit-lost keys, etc.
23. Treat each unit owner with dignity and respect
24. Call contractors for leaks, electrical issues.
25. Work with management company to keep children out of the community.
26. Work with attorney on all legal matters including resolving lawsuits.
27. Collaborate with State of Florida regarding SIRS, milestone/40/50-year inspections.
28. Respond to emergencies (water leaks, elevator, electrical problems 24/7.
29. Review yearly audits by management company and outside auditors.
30. Take care of unseen-problems, i.e. blocked drains/sewer lines 12:00 midnight.