

## Community Association Manager Overview

The Community Association Manager (CAM) is responsible for the comprehensive management of homeowners' associations (HOAs) and condominium associations (COAs). The administrative duties include organizing board meetings, maintaining detailed records, and facilitating communication between the Board of Directors and homeowners. Financial responsibilities encompass budgeting, collecting assessments and fees, and providing monthly financial reports. The CAM oversees property maintenance and operations by coordinating repairs, conducting inspections, and managing contracts with vendors. Legal and compliance tasks involve enforcing association rules, ensuring adherence to governing documents and FL Statute, and resolving disputes. Additionally, the CAM provides customer service by addressing homeowner concerns and supporting community engagement.

The CAM assigned to your community is Dirk Penzien.

Dirk Penzien, CAM

Email: [dpenzien@sovereign-jacobs.com](mailto:dpenzien@sovereign-jacobs.com)

Phone: (904) 461-5556

Website: [www.sovereign-jacobs.com](http://www.sovereign-jacobs.com)

Sovereign & Jacobs is the management company for the Association.

Sovereign & Jacobs Property Management Companies, LLC

120 Sea Grove Main St.

St. Augustine, FL 32080

Hours of Operation: Monday – Friday 9:00 a.m. to 5:00 p.m.