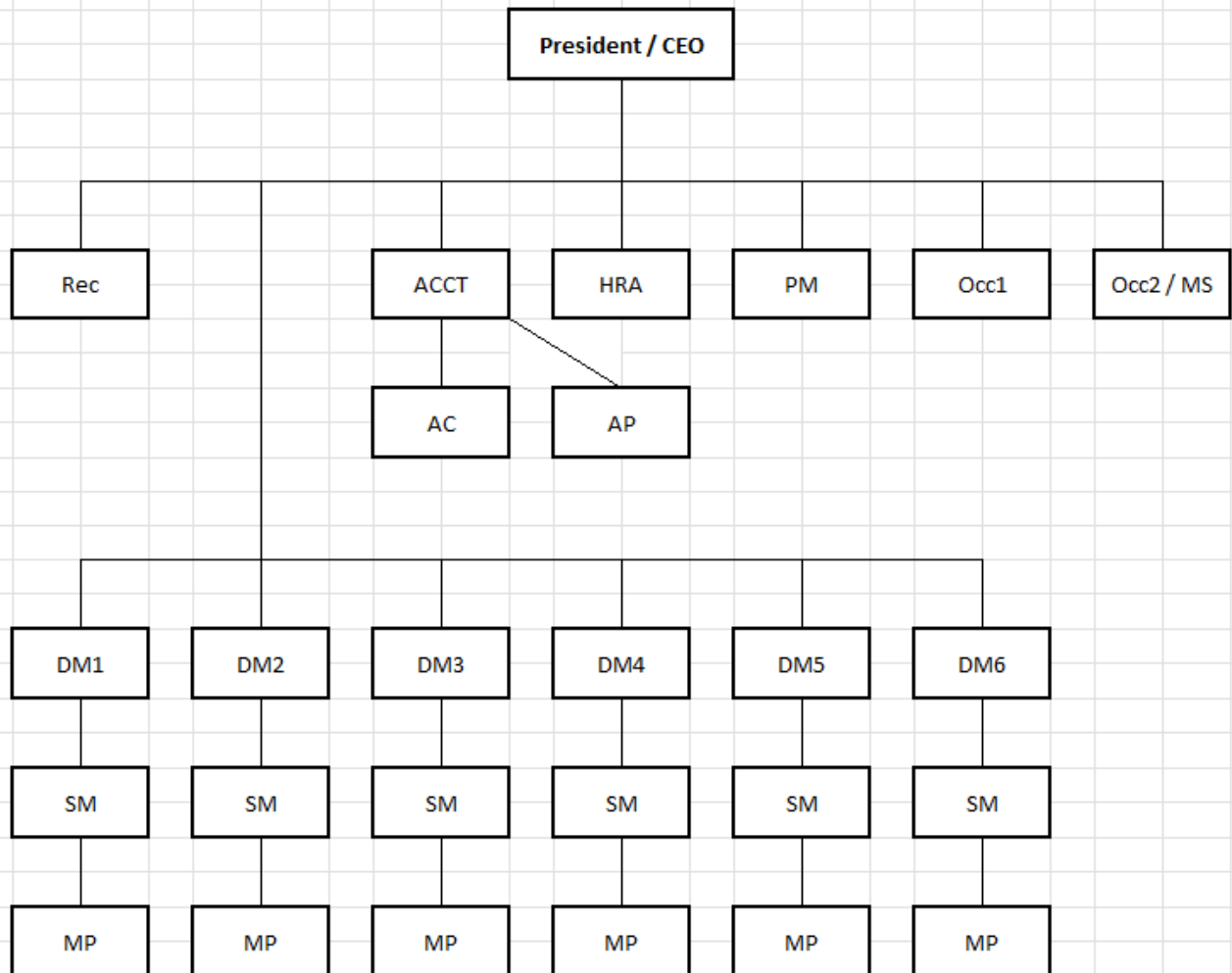


SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL INTRODUCTION ORGANIZATIONAL STRUCTURE	03-01-23

FLYNN MANAGEMENT CORP - ORGANIZATIONAL CHART

3/1/2023



SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL INTRODUCTION ORGANIZATIONAL STRUCTURE	03-01-23

Flynn Mangement Corporation				
Clearwater Office - Roles & Responsibilities				
	Name	Position	Ext	Responsibilities
FMC President	Kevin Flynn	CEO	206	Insurance issues, incident reports, purchase orders over \$500, other odd items that you have already referred to your DM
Accommodations/ Lease Violations/ Compliance	Mike Bishop	PM	215	Reasonable accommodations, 504 questions, lease violations, charges to resident, check scanner issues, RD inspections, utility allowances, purchase orders over \$500
Accounting	Wendy Myers, Accounting Manager	ACCT	207	Account Reconciliations, financial statements, property license renewals, credit cards, Quill, WB Mason, CheckScan deposit processing/posting
	Barbara Early, Accounts Payable Specialist	AP	222	Purchase order processing, payment of vendor & utility invoices, security deposit refunds, check stop payments, 1099 reporting
	Mirela Celi, Accounting Clerk	AC	223	Maintenance reserve processing & payments, document scanning, purchase order & invoice processing, pictures
Human Resources	Liz Cantrell	HRA	209	Benefits, payroll, timesheets, employee auto insurance renewals
Occupancy/Tenant Certifications	Laurie Ross	Occ1	203	Tenant certifications, move ins, move outs, lease violations, charges to resident, project worksheets, rent increases, Voyager issues
Applications/Occupancy/ Voyager	Sandy Dorval	OCC 2 / MS	214	Tenant certifications, move ins, move outs, applications, transfers, add-ons, requests for review (denied apps), leases, charges to residents (applying charges), VAWA issues
Reception	Kim Mahon	Rec	201	Reception; Scanning; Mail processing; Resident & Applicant complaints