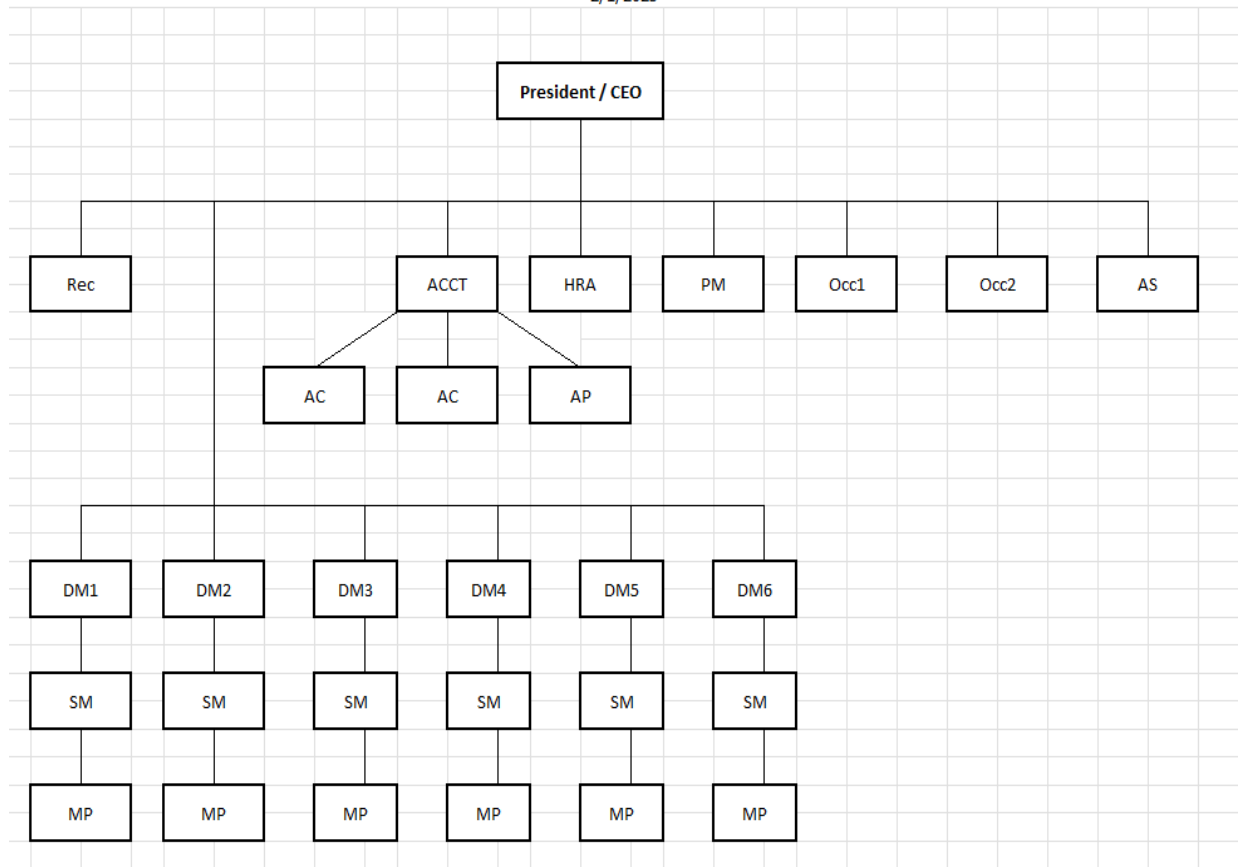


SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL INTRODUCTION ORGANIZATIONAL STRUCTURE	02-01-25

FLYNN MANAGEMENT CORP - ORGANIZATIONAL CHART

2/1/2025



SUBJECT	Date
STANDARD OPERATING PROCEDURES MANUAL INTRODUCTION ORGANIZATIONAL STRUCTURE	02-01-25

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 (out going 4/30/25)		Account Reconciliations, financial statements, property license renewals, credit cards, Quill, WB Mason, CheckScan deposit processing/posting
	Michael Wetherell, Accounting Manager	ACCT	222	Account Reconciliations, financial statements, property license renewals, credit cards, Quill, WB Mason, CheckScan deposit processing/posting
	Robin Huizenga, Accounts Payable Specialist	AP	208	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
	Carla Struble, Accounting Staff	ACS	205	Outgoing check processing, bank reconciliations, rent deposits, scanning, coding of bills
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
Occupancy/Tenant Certifications	Sandy Dorval	Occ2	204	Tenant certifications, move ins, move outs, lease violations, charges to resident, project worksheets, rent increases, Voyager issues
Applications Specialist	Debbie Jones	AS	202	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;