

# Community Association Property Manager On-Site Job Description

## Financial Management

- Provide support to the Board of Directors and the Treasurer for all aspects of the Association's financial management.
- In partnership with the Budget Committee and or Board of Directors, guide preparation of the annual budget and reserve recommendations.
- Maintain up-to-date and accurate financial records stored electronically on the Civix server.
- In partnership with the Association Treasurer, review and pay obligations in a timely manner.
- In partnership with the Association Treasurer and the Board of Directors, establish and follow disbursement approval procedures.
- In partnership with the Association Treasurer and the Board of Directors, maintain, monitor, and approve petty cash expenditures.
- Arrange for an annual end of your financial report (audit, review, or compilation).
- In partnership with the Association Treasurer, monitor expenditures and recommend ways to reduce costs.
- Monitor collection issues and guide the Civix accounting staff in the implementation of the official collection policy as approved by the Board of Directors.

## Site Management

- Maintain a 24-hours per day/7 days per week telephone phone contact, for issues that constitute true emergencies, i.e. floods, fires, injuries etc.
- Inspect property and submit a weekly report to the Board of Directors regarding violations, maintenance issues, and other problems to ensure that safety rules are posted and enforced.
- Maintain a written preventive maintenance program ensuring that all key components of the property are inspected on a regular basis.
- Solicit bids for maintenance, construction and other community projects, and participate in the selection of contractors and vendors for furnishing of landscape, maintenance, janitorial, and maintenance services, water, electricity, gas, telephone, pool maintenance, exterminator service, repairs or reconstruction of structural improvements, preventive maintenance and such other services deemed necessary in order to administer the Association in a first-class manner in accordance with the Declaration.
- Monitor contractors' performance and manage contracts.
- Communicate with the Board of Directors and homeowners, events that will affect their use and enjoyment of the Association's facilities.
- Communicate to the community ideas to help prepare and cope with weather related events. Assist in the implementation of a preparedness protocol.
- In partnership with the DRB, guide residents in the submittal process and enforce violations including all follow up through resolution.

- Monitor and enforce all rule and restriction violations including follow up through resolution according to governing documents and Florida statutes. Draft all correspondence and required notices, maintain accurate records to follow up on rule violations and act as liaison with the HOA attorney if legal action is required.
- Work with the Committee to maintain the Association database for security including owners, residents, approved guests, emergency contact information, and gate opener registration.
- In partnership with the Board and or Committee for Landscape, process, review, monitor progress, and maintain records for all landscape requests including correspondence with owners regarding their requests.
- Assist all committees in their assigned functions.
- Assist owners in resolving problems pertaining to Association business.
- Purchase supplies and equipment for maintenance of property.
- Provide oversight and management of common areas including the irrigation system, the storm water management system, and other responsibilities assigned to the area of Common Property.
- Provide oversight and management of the Clubhouse and other responsibilities assigned to the area of the Clubhouse.
- Provide oversight and management of the pool pump system, the pool heating system, the pool service company and other responsibilities assigned to the area of the Pool.
- Perform other duties specified for the on-site Community Property Manager in the management contract between the Association and Civix Property Management.

### **Administrative Management**

- Maintain positive relationships with the HOA Board of Directors, residents, vendors, contractors, consultants, and local governmental agencies
- Maintain owner/resident files and rosters in a comprehensive manner.
- Prepare and distribute weekly and monthly Manager's Reports.
- Organize and maintain Association records.
- Assist the Board of Directors in preparing for Board meetings and producing minutes of meetings.
- Handle general correspondence, mailings, and other communications.
- Manage resale, rental, lease information, and related approvals.
- Provide documents for owners and residents.
- Serve as liaison with legal counsel when directed by the Board of Directors.
- Maintain contact with insurance carriers, fire protection personnel, County Sheriff's office and other agencies having jurisdiction over property to ensure that the Association is complying with codes and regulations of each agency.
- Promptly investigate and make a full written report of all accidents or claims for property damage and personal injury relating to the ownership and maintenance of the common elements and operation of the Association, including damage or destruction to common elements.
- Attend all meetings of the Board of Directors and Annual or Special Meetings.
- Promptly send all pertinent items to the Civix website administrator.
- Communicate regularly with residents through the Associations chosen communication channel.

- Perform other duties specified for the on-site Community Property Manager in the management contract between the Association and Civix Property Management.
- Perform other management duties assigned by the Board of Directors.