

JOB DESCRIPTION

TITLE: **PROPERTY MANAGER**

PRIMARY RESPONSIBILITIES: Manage and administer the day-to-day operation of properties included in portfolio.

SKILL REQUIREMENTS: 2 years of business experience; strong organizational skills; commitment to obtain CMCA, PCAM, ARM, or AMS designations or equivalent. On-Site Managers of associations with pools must have CPO. Must be a team player and work well in a team environment.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Read all Association documents (By-laws, Master Deed, Etc.) contained in the Public Offering Statement and organize in outline form.
2. Read and review Association rules and regulations, comment on reasonableness and ability to enforce. Coordinate all rules and Board policies in handbook format.
3. Supervise, train, and schedule all on-site personnel (i.e., life guards, handyman, etc.)
4. Organize a list of bid specifications for every service (contracted or not contracted) received by the Association.
5. Complete a property profile inspection during the first month of management. Follow-up each month.
6. Review budget and become familiar with all accounts handled for each Association.

PROPERTY MANAGEMENT. PROPERLY MANAGED.



7. Organize documents, files, records, and correspondence pertaining to each property in accordance with company procedures and good business practices.
8. Maintain week-to-week contact with Board members.
9. Schedule physical property inspections and utilize checklist for follow-up and Monthly Status Report.
10. Review weekly Inspection Reports and follow-up with appropriate action.
11. Review daily log of calls and correspondence received in office and follow-up daily by returning calls and responding to correspondence.
12. Attend all monthly Board meetings; prepare agenda; manager's report, and recap; coordinate room reservations.
13. Prepare all materials for meetings: assemble needed documentation, notices, etc. and have Board packet delivered one week in advance of the meeting.
14. Coordinate all municipal requirements: (i.e., flushing hydrants, municipal services reimbursement documentation, etc.)
15. Prepare preventative maintenance program for all Association-maintained facilities and property.
16. Establish a monthly follow-up calendar for all scheduled work; i.e., January - secure bid for landscaping, etc. Complete outline 12 months in advance; review monthly to ensure goals are attained.
17. Review and update lease status according to procedure.
18. Prepare Management Memos for each site bi-monthly or as needed.
19. Schedule all contractors to complete work order requests, follow-up with homeowner (i.e., postcard) and follow-up until completion.
20. Oversee all contractors and make arrangements for all deliveries and inspection and services prior to payment.
21. Approve all invoices, noting account number from chart of accounts.

22. Review and be familiar with all insurance policies to ensure adequate coverage.
23. Review and update Welcome Packets on a quarterly basis or as needed.
24. Review, update, and maintain emergency book pages a minimum of quarterly.
25. Review, update and maintain Corporate Books and Resolution Books quarterly or as needed.
26. Be available to be on-call according to schedule.
27. Prepare Monthly Status reports to be submitted to Elaine Warga-Murray.
28. Attend scheduled Staff Meetings.
30. Follow all policies and procedures of THE REGENCY MANAGEMENT GROUP and implement same.
31. Customer Service Coordination.
32. Other duties as assigned by Corporate Representative.

REPORTING RESPONSIBILITY: Reports directly to Corporate Representative

SUPERVISORY RESPONSIBILITY:

Maintenance Company & Staff
Landscaper
Outside Contractors