

POSITION OPEN: ON-SITE MANAGER FOR HOMEOWNERS' ASSOCIATION

Located on the east side of Tucson.

Full-time, M-F, on-site office. HOA experience required.

HOA professional designation a plus. Salary low 40's.

The position acts in a supportive and advisory capacity to facilitate the Board in managing the Affairs of the HOA. Association Manager will portray a professional, courteous and respectful manner in all aspects of this position. This position is as much about building the social and civic well-being of the community as it is about maintaining the physical amenities or enforcing the rules.

Association Manager will have a working knowledge of the HOA and all its governing documents to include but not limited to: CC&Rs, Bylaws, Resolutions, Landscape Design Guidelines and Plant List; Architectural Design Review Policies, and various Procedures. Association Manager will act in an advisory capacity for the Board of Directors and its committees.

The Association Manager will:

- A. Monitor Financials: Including but not limited to annual budgets, monthly expense reports, monthly statements, management reports, payment and coding of bills, etc.
- B. Monitor Contracts and Contractors/Vendors
- C. Acknowledge and respond in a timely manner to homeowner complaints and concerns, and maintain open lines of communication with all homeowners.
- D. Organize and maintain Association Files and homeowner database.
- E. Produce a Newsletter as requested and/or periodically determined to be distributed, and as per established newsletter policy.
- F. Maintain and manage the key access program for the facilities
- G. Manage and monitor Homeowners & Builders' Dues/Collections. Notify all owners in arrears on their assessments. Make reasonable attempts to collect assessments and charges from all Lot owners in arrears, and report status of delinquent owners to the Board who may deliberate on further collection action.
- H. Monitor, inspect for, and follow up with homeowners on CC&R Violations as per established policies, performing at least two (2) property inspections per month. This shall include an inspection of all amenities with follow-up action and/or reports to the Board as appropriate.
- I. Process Applications for the Design Review Committee, and as per established policies.
- J. Attend Committee Meetings as Directed by Board
- K. Maintain and Update Website.
- L. Manage, schedule clubhouse events, rentals, programs & activities.
- M. Administer and monitor the Community Garden.
- N. Supervise the HOA Administrative Assistant.
- O. Expedite all community mailings as per policy or as otherwise instructed by the Board and/or authorized committee
- P. Provide a monthly manager's report to the Board of Directors and produce any other reports as required by policy or as otherwise requested.
- Q. Assist Board of Directors in soliciting bids for various projects, repairs and replacements, and as might be required from time to time by any established policy.
- R. Attend all Board Meetings.
- S. Prepare Board meeting agendas in coordination with the Board President in advance of Board meetings, to be posted at least five (5) days in advance of each meeting on the HOA website. Provide agendas at Board meetings in compliance with statutes.
- T. Prepare all Board meeting minutes.
- U. Within four (4) working days after a Board meeting prepare a draft synopsis of the meeting and post on the HOA website.