

Neighborhood Manager Position Description

General Description: The Neighborhood Manager position has broad management responsibilities for the Surprise Valley Homeowners Association. Reporting is to the SVHOA board or individual designated by the board. Duties include:

Office Hours: The Manager's office hours for homeowner support and responding to homeowner questions and concerns include Monday, Friday 9:30AM - 12:30PM and Wednesday 1:30PM - 4:30PM.

Payables, Collections, Banking: Review and pay operating expenses. Take all reasonable actions to collect dues, and other assessments due from homeowners. Manage checking and savings accounts. Coordinate with outside accounting firm who prepares monthly financials and invoices for homeowner assessments.

Repairs and Maintenance: Hire contractors as needed for the maintenance of SVHOA property, with the prior approval of the Board. Purchase supplies required for HOA services and maintenance.

Service Contracts: Manage service contracts for utilities, window cleaning, exterminating, equipment maintenance, janitorial, and other maintenance as needed.

Board Meeting and Annual Meetings: Schedule board meetings, prepare agendas and other meeting materials. Serve as Secretary for meetings and record meeting minutes.

Books and Records: Maintain complete books and records in connection with operating, managing, and repairing SVHOA property. Including, meeting minutes, service contracts, quarterly newsletters, ACC applications, and homeowner contact list.

Farmhouse Events and Pools: Coordinate clubhouse reservations. Coordinate pool opening and closing, and hire pool attendants. Coordinate community garage sale, children's Christmas Party and Summer Party.

Other Management: Coordinate irrigation spring startup and end of season system blowout. Maintain liability and workmen's compensation insurance. Coordinate website updates with website administrator. Maintain homeowner electronic key cards for access to facilities. Maintain security cameras. Inspect property for homeowner violations and HOA maintenance.

Desirable Knowledge, Skill and Experience

- Knowledge of association functions and responsibilities as reflected in the association's covenants, bylaws and articles of incorporation.
- Experience with Microsoft Office "Word" and "Excel" software.

- Experience as a member of a board of directors of a community association is desirable.
- Knowledge of the general maintenance and contracting is desirable.
- Surprise Valley resident is preferred.