

Job Responsibilities		Timing					Resp	
		Spring	Summer	Fall	Winter	Timing / Due Date	Property Mgr	Outsource
General								
	The Property Manager, under the direction of the Board of Managers is responsible for managing all major activities with regard to the exterior of five large multi-family dwelling units. In addition, there are three non-dwelling units and additional garbage storage sheds that are maintained as part of the complex. The grounds associated with the complex include parking areas, pool, lawn space, water frontage, and docks.	x	x	x	x	Daily	PM	
	The Property Manager is responsible for the general cleanliness and overall "good looks" of the complex and is responsible to keep it in superior condition. He/she is also responsible to keep the complex in superior condition and to ensure the property is improved month over month.	x	x	x	x	Daily	PM	
Water Supply System								
	Operate and maintain the water supply system on a day-to-day basis.	x	x	x	x	Daily	PM	
Cleanliness								
	Create & maintain a CLEAN, WELL MANICURED and FRIENDLY environment	x	x	x	x	Daily	PM	
	Continuously survey the site for cleanliness & needed maintenance. Take corrective action.	x	x	x	x	Daily	PM	
Lawn Maintenance								
	Cut and bag as needed	x	x	x		Weekly		O
	Remove weeds	x	x	x		Weekly		O
	Edge around walks, patios, driveways and other fixtures	x	x	x		Weekly		O
	Remove grass clippings from walks, patios and driveways	x	x	x		Weekly		O
	Apply fertilizer and weed, crab grass and insect control.	x	x	x		Qtrly		O
	Remove leaves and dead branches from lawn	x	x	x		Daily		O
	Water lawn during drought periods		x			As Needed	PM	
Tree, Bush, Evergreens and Flower Maintenance								
	Plant spring flowers	x				Spring	PM	
	Remove dead-head flowers throughout the summer		x			Weekly	PM	
	Water as needed		x			As Needed	PM	
	Discard dead flowers and plants in the fall			x		Fall	PM	
	Fertilize and replace landscaping when necessary	x	x	x		As Needed		O
	Maintain and trim bushes, evergreens and trees			x		Fall		O
General maintenance								
	Correct problems and maintain the complex, including plumbing, heating, electrical work, water, roof and spouting repairs, minor building maintenance, painting, fencing, light posts, etc.	x	x	x	x	Daily	PM	
	Keep gutters clean			x		Fall	PM	
	Regularly clean the drain elbow next to E1 to keep the drain functional.	x	x	x		As Needed	PM	
Insect Control								
	Supervise insect spraying services	x	x	x		On Service		O
	Spray for incidental insect problems	x	x	x		As Needed	PM	
Pool Care								
	Arrange for pool opening	x				Spring	PM	

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	Scrub and clean all pool area furniture before putting around pool	x				Spring	PM	
	Maintain chemical balances		x			Daily	PM	
	Implement necessary safeguards daily, as required by the Board of Health		x			Daily	PM	
	Perform necessary repairs.		x			Daily	PM	
	Vacuum and clean pool daily or as needed.		x			Daily		O
	Scrub and clean all pool area furniture before storing			x		Fall	PM	
	Arrange for pool closing			x		Fall	PM	
Clubhouses								
	Maintain and clean both Clubhouses	x	x	x		Weekly	PM	
	Maintain Pool Clubhouse restrooms	x	x	x		Daily	PM	
	Wash Clubhouse windows	x		x		Spring/Fall	PM	
	Keep records for rental of clubhouses	x	x	x	x	As Needed	PM	
Security / Rules and Regulations Enforcement								
	The Manager is responsible for the general security of the complex	x	x	x	x	Daily	PM	
	Maintain constant vigilance from undesirable outside influences	x	x	x	x	Daily	PM	
	Enforce Rules and Regulations as they apply to all residents and guests	x	x	x	x	Daily	PM	
	Change light timers to coincide with daylight hours	x	x	x	x	Monthly	PM	
	Replace light bulbs as needed	x	x	x	x	Weekly	PM	
Major Improvements								
Inspections								
	Conduct regular facility and grounds inspections	x	x	x	x	Weekly	PM	
	Inspect Building E supports to determine if there is any structural settlement in the attic	x		x		Bi-Yrly	PM	
	Anticipate and propose to the Board future repairs and major maintenance			x		Weekly	PM	
Proposals								
	Arrange for proposals to accomplish tasks and present to the Board	x	x	x	x	On Demand	PM	
	Bidding guidelines	x	x	x	x			
	Keep contractor bids confidential (Before and after contracting)	x	x	x	x			
	Develop detailed specifications for comprehensive "apples to apples" bidding	x	x	x	x			
	Ensure contractors understand what they're bidding	x	x	x	x			
	Recommend specialists to help determine needs and ensure best value	x	x	x	x			
	Get three "truly" comparable and competitive bids	x	x	x	x			
	Present bids to the Board such that they can be logically compared & evaluated	x	x	x	x			
	Arrange for interviews with contractors at Board request	x	x	x	x			
Oversight								
	Oversee contractors work to ensure satisfactory contractual completion	x	x	x	x	On Demand	PM	
	Supervise contract labor and/or give guidance as directed by the Board	x	x	x	x	On Demand	PM	
Parking Lot								
	Clean parking lots	x	x	x		Monthly	PM	
	Keep parking lots free of debris, stones, brush, dirt, mulch, equipment, etc	x	x	x		Monthly	PM	
	Seal parking lots	x				On Demand		O
	Stripe parking lots	x				On Demand		O
Trash Houses								
	Wash down and clean trash houses	x	x	x	x	Weekly	PM	
	Arrange for dependable trash removal	x	x	x	x	Qtrly		O

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Financial							
Control and justify monthly spending	x	x	x	x	Monthly	PM	
Assist Treasurer with financial records as directed	x	x	x	x	Monthly	PM	
Purchases in excess of \$50 requires Treasurer approval prior to expenditure	x	x	x	x	Daily	PM	
Administrative							
Order, maintain and inventory supplies.	x	x	x	x	Daily	PM	
Keep waiting lists for boat docks - forward to Sec'y	x	x	x	x	Monthly	PM	
Keep waiting lists for leased storage units - forward to Sec'y	x	x	x	x	Monthly	PM	
Forward Islander mail to the Treasurer, or the Board as addressed	x	x	x	x	Weekly	PM	
Open mail and validate and categorize invoices	x	x	x	x	Weekly	PM	
Don't open mail specifically addressed to others, including the Board	x	x	x	x	Daily	PM	
Board of Managers Meetings							
Attend all meetings of the Board of Managers	x	x	x	x	Monthly	PM	
Effectively communicate all issues of merit						PM	
New Owner Information							
Welcome and introduce new owners to the complex					On Demand	PM	
Meet with new/perspective owners and obtain information (Billing address, Phone Nos, email address, etc) - Forward to the Treasurer and Sec'y	x	x	x	x	On Demand	PM	
Advise them of rules and regulations and see that they receive literature	x	x	x	x	On Demand	PM	
Explain maintenance fee payment procedure, late fees, winter security, parking lot restrictions, etc.	x	x	x	x	On Demand	PM	
Winter Readiness and Safeguards							
Mail or place winter safety instructions in each unit			x		Fall	PM	
Check units for proper winter safeguards and operation of furnace system				x	Bi-weekly	PM	
Turn off outside water faucets				x	Winter	PM	
Remove dock ladders				x	Winter	N/A	
Ice Prevention							
Install and maintain ice melters in fall and winter seasons.			x		Fall	PM	
Run as needed.				x	As Needed	PM	
Snow Removal							
Shovel all walks, parking lots and driveways.				x	As Needed		O
Decorations							
Put up and take down Xmas decorations - within the season		x		x	Season	PM	
Other duties as assigned							
Perform other duties as assigned by the Board.	x	x	x	x	On Demand	PM	
Truck & Condo Association Equipment							
Perform routine maintenance on truck and other equipment (Lawnmower, etc)	x	x	x	x	As Needed	PM	O
Personal usage not permitted unless approved by the Board	x	x	x	x	-	-	
Outside Employment							
No outside employment permitted unless approved by the Board	x	x	x	x	-	-	
Performing work for Unit Owners is prohibited unless approved by the Board	x	x	x	x	-	-	

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Communication								
	Talk positively to owners about the CA, Board, Condo Complex and Environment	x	x	x	x	Daily	PM	
	Talk with CA members in a positive context	x	x	x	x	Daily	PM	
	Talk with Board members in a positive context	x	x	x	x	Daily	PM	
	Report in writing to the Board on accomplishments , plans & complex condition	x	x	x	x	Monthly	PM	