



JOB DESCRIPTION

TITLE:

ON SITE MANAGER

PRIMARY RESPONSIBILITIES:

Manage and administer the day-to-day operation of properties included in portfolio and oversee Manager's within assigned district.

SKILL REQUIREMENTS:

Minimum of 2+ years of college or 2 years of business experience; strong organizational skills; CMCA designation or higher. Knowledge of computer programs such as; word, excel, power point, TOPPS

GENERAL DUTIES AND RESPONSIBILITIES:

1. Read all Association documents (By-laws, Master Deed, Etc.) contained in the Public Offering Statement.
2. Read and review Association rules and regulations, comment on reasonableness and ability to enforce.
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.
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.

PROPERTY MANAGEMENT. PROPERLY MANAGED.



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. Prepare Board Packet for meetings. Agenda, minutes, work ticket report, violation log, correspondence report, inspection report, and managers report.
13. Attend all monthly Board meetings and coordinate room reservations.
14. Prepare all materials for meetings: assemble needed documentation, notices, etc. and have Board packet delivered one week in advance of the meeting.
15. Coordinate all municipal requirements: (i.e., flushing hydrants, municipal services reimbursement documentation, etc.)
16. Prepare preventative maintenance program for all Association-maintained facilities and property.
17. Review and update lease status according to procedure.
18. Schedule all contractors to complete work order requests, follow-up with homeowner (i.e., postcard) and follow-up until completion.
19. Oversee all contractors and make arrangements for all deliveries and inspection and services prior to payment.
20. Prepare draft budget, spreadsheet with projections, and budget notes and submit to Board Members 90 days prior to year end.
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 as needed.
24. Review, update, and maintain emergency book pages.
25. Be available to be on-call according to schedule.
26. Attend scheduled Staff Meetings.

Page 3

- 27. Follow all policies and procedures of THE REGENCY MANAGEMENT GROUP and implement same.
- 28. Customer Service Coordination.

REPORTING RESPONSIBILITY: Reports directly to Corporate Representative

SUPERVISORY RESPONSIBILITY: Directly supervise Administrative Assistant/Assistant Property Manager

Outside Contractors and Providers
On-Site Maintenance Staff