

Lake Jeanette Association, Inc.

The following Scope of Work for the Property & Operations Manager of Lake Jeanette Association is written in compliment and compliance with:

The Declaration of Covenants, Conditions, and Restrictions:

Article IV, Covenant for Maintenance and Assessments, Section 2. Purpose of Assessments of Lake Jeanette Association, Inc.: (a) The assessments levied by the Association shall be used exclusively to promote the recreation, health, safety and welfare of the residents of the Properties and in particular for the acquisition, leasing, improvement and maintenance of properties, services and facilities devoted to this purpose or for the maintenance, use and enjoyment of the Common Areas or related to the maintenance, use and enjoyment of those improvements and areas outside of the Common Areas but which benefit the Properties including but not limited to any decorative stonework on the headwalls over the culverts under roadways in the Properties (however, the Association shall not be responsible for structural repairs to such culverts or headwalls), including but not limited to, the costs of repairs, replacements and additions, the cost of labor, equipment, materials, management and supervision, the payment of taxes assessed against the Common Area, the procurement and maintenance of insurance, the making of lease payments, the payment of charges for garbage collection service for the Common Area, the employment of attorneys to represent the Association when necessary, and such other needs as may arise.

Bylaws of Lake Jeanette Association, Inc.:

Article VIII, Powers and Duties of the Board of Directors, (e): contract for the management of the Properties and to delegate to such contractor all of the powers and duties of the Association, except those which may be required by the Declaration of the Association: provided, however, that any such management agreement shall not exceed a period of one (1) year from its effective date (but may be renewed by agreement of the parties for successive one-year period), and shall be terminable for cause upon thirty (30) days written notice thereof.

Lease Agreement with Lenoir Warehouse Group LLC:

The Lake Tract is leased to the Association, subject to restrictions set forth in the Lease, so that the Association's members may make non-exclusive use of the Lake Tract and the Lake for recreation and conservation purposes in exchange for the Association assuming certain responsibilities for the maintenance, upkeep and supervision of the activities on the Lake and the Lake Tract as outlined in the Lease Agreement and defined in the Rules for Use of Lake Jeanette. These include:

- Permitting no illegal, immoral, improper or unpermitted use of the Lake Tract,
- Maintaining the Master common area and assets located on the lake tract including docks, ramps, piers, gazebos, roads, boardwalks, walking trails and other structures,
- Providing security to and protect the Lake Tract against all trespassers, intruders and other persons not entitled to be present thereon,
- Enforcing all applicable federal, state and local laws, ordinances, rules and regulations relating to the permitted uses,
- Cooperating with and assisting LWG in enforcing applicable zoning, water quality, environmental laws, ordinances and rules and regulations,
- Enforcing the Association Rules and Regulations and insure enforcement of any assignee's rules and regulations.

- Procuring, keeping in force and paying for comprehensive public liability insurance indemnifying LWG, etc. at designated limits
- Procuring, keeping in force and paying for insurance on any improvements owned by the Association and located on the Lake Tract at amounts reasonably determined by the Association

The failure of the Association to perform fully and promptly any act required of it in the performance of the Lease or to comply otherwise with any term or provision thereof constitutes a breach of the Lease on the part of the Association.

SCOPE OF WORK

THE ASSOCIATION’S ASSETS:

Lake Jeanette Association, Inc. (The Master HOA) is comprised of 1,165 member lots in 16 Villages, 931 non lake view lots and 234 lake view lots. The annual operating budget totals approximately \$600,000. The Association has assets of approximately 4.5 million dollars including a marina, dry storage facility, gazebos and docks, pavilion, common area spaces, signage, stone wall monuments, pedestrian walking bridges, fencing, security gate systems, low voltage lighting, irrigations systems, street signs, fleet of boats, and hardscape and landscape throughout the Master common area property.

We are seeking a Property & Operations Manager to be the contractual **Agent** for the Association and responsible for proactively assessing and managing the following assets of the Association regarding general maintenance, repairs and replacement, risks of liability, safety, and recreational use:

1. 19 acres of common area turf that require mowing, turf fertilization programs, aeration and seeding
2. 5 acres of plant beds requiring a rotations of summer , pre-emergent, fertilization, weeding, dead heading,
3. 4 miles of natural common area trails that require mulching, clearing of limbs and debris and trash container collection.
4. 18 Village entranceways and monuments/plant beds, when designated as MCA property or easement obligations on the plats
5. 11 T-Docks around the perimeter of Lake Jeanette including ring buoys for safety
6. 11 Gazebos around the perimeter of Lake Jeanette including trash containers and signage
7. 2 Pedestrian Walking bridges that cross the Lake at Bass Chapel Rd. and N. Elm St.
8. 5 floating T-docks with main dock extension and seating including ballast flotation, electrical outlets, regulated storage cabinets for storage of gasoline
9. Marina Office building – single room with hardwood flooring - shingled roof – male and female bathrooms – pull down attic space – wrap around decking – plumbing pump septic lift station
10. Marina gazebo with attached deck with seating, dock, and gas grill
11. Marina boat ramp including water lift station
12. Picnic Shelter including table seating, gas grill, and water lift station
13. Fleet of boats including ...

Vessel
Canoe Tandem - Guide 147 Green Canoe XTC57662C010
Canoe Tandem - Guide 147 Red SS# XTC12582A010
Jon Boat - Tracker Marine BUJ42152F718
Jon Boat - Tracker Marine BUJ92134i819
Jon Boat - Tracker Marine BUJ96600J819

Kayak - Marvel 14.5 T Green
Kayak - Old Town Loon III
Kayak - Tribe 11.5 Lime/Yellow
Kayak - Tribe 11.5 Red/Yellow
Paddleboards (2): SIC Tao Surf 10'6" Tough-Tec
Paddleboards (2): SIC Tao Surf 11'6" Tough-Tec
Patrol Boat Caribbean Skiff + Yamaha 40 HP Engine + Trailer
Pontoon Engine: 40 HP Mercury 1C154376
Pontoon SunTracker 2013 Serial # BUJ06459H213

14. 10 irrigation systems that include 83 zones with 614 heads/rotors spread throughout common area property plus 8 additional battery pack systems for supplemental irrigation.
15. 15 sets of racks with 6 slots each for canoes/kayaks including total accounts receivable and collections for these spaces
16. Security Camera monitoring system throughout Marina grounds, office, and Dry Dock Storage facility
17. Security Gate entrance at Marina including assigning gate cards (activation and deactivation)
18. "Dry Dock" gravel parking lot, chain link fence with razor wire, Bull Dog security gate system including the assignment of entry codes to members, deactivation of codes, and lockdowns when account delinquent
19. Playground including picnic tables and benches and water lift station
20. 3 outdoor utility sheds (2 on Marina grounds and 1 at Dry Dock facility), Patrol Boat shelter and gravel parking lot
21. Pavilion Northern Shores Lane – open all sides with roof – electrical outlets – 4 poly lumber chairs – low voltage lighting
22. Miscellaneous assets including fences, walls, 10 Fido waste stations
23. 158 decorative street signs throughout the Master common area property

The Agent will solicit competitive bids from qualified contractors and procure contracts and services on behalf of the Association to maintain Association owned and leased property and assets. The Agent will obtain a Certificate of Insurance from each contractor utilized by the Association and verification of a license to operate when applicable. Contracts and work order services shall include the following:

1. Grounds Maintenance including mowing, blowing, turf fertilization, shrub and bed maintenance, trail maintenance and trail trash collection
2. Annual Flower Installations and Maintenance – summer only at this time due to deer eating fall annuals
3. Pine Needle Installation – 4,000 bales
4. Bookkeeping/Accounting - CPA firm
5. Annual Audit and Tax Filing – CPA firm
6. Marina Staffing (see schedule on page 9...staff requirements depend on demand)
7. Security including Marina office alarms and Security Gate System
8. Installation and Storage of Holiday Decorations throughout LJ villages
9. Irrigation Maintenance and Irrigation Back Flow Testing with reports to City of Greensboro
10. Low Voltage Lighting Maintenance
11. Pest Management Services
12. Fire Equipment Inspections
13. Garbage and Recycling Collection
14. Electrical repairs

15. Plumbing repairs
16. General Contractor repairs (i.e. fencing, docks, gazebos, trash containers)
17. Beaver Trapping and Pest Management (i.e. Ants in transformers throughout MCA property and quarterly pest management at marina, plus wasp and hornets nest in landscape)
18. Pressure Washing
19. Tree Removal
20. Pedestrian Bridge Maintenance
21. Playground Mulch Installation and inspection

The Agent shall purchase on behalf of the Association such materials supplies and capital items as are necessary for the proper operation and maintenance of the property. All such purchases shall be properly inventoried and accounted for and shall be in the name of and at the expense of the Association. Such items include, but may not be limited to:

1. Fleet of Boats for Marina Rental Operations
The Agent is also responsible for making sure all boats are maintained in a safe and clean condition and covered under appropriate liability insurance policies.
2. Fido Waste Receptacle Stations and supplies
3. Toiletry and Cleaning Products for the Lake Jeanette Marina and bathrooms
4. Christmas decorations for the village entranceways
5. Outdoor chairs and furniture for the Marina

ACCOUNTS RECEIVABLE: A CPA firm holds the bookkeeping contract and bills the Association dues. This contract works collaboratively with the Property Management contract to reduce costs, insure maximum revenue, and maintain a system of financial checks and balances. The following services are the Agent's responsibilities relating to this collaborative effort:

1. Advertise the recreational events and programs at the Marina routinely to encourage usage and bring in revenue from this asset.
2. Collect marina receipts on a weekly basis, tally each credit card daily summary against credit card transactions, enter on receipts spreadsheet and code per revenue account and scan to CPA. Submit a report of sales tax receipts and insure that Marina staff are only charging sales tax when applicable.
3. Write all correspondence relating to the collection of dues excluding collections turned over to legal counsel.
4. Invoice and collect revenue for all Marina space rentals including rack spaces, boat slips, and dry dock space rentals and qualifying Marina memberships including late notices with late fees and notification of lock downs relating to delinquent space rental accounts.
5. Answer all email inquiries and phone calls re Association dues.
6. Maintain records/receipts showing all expenditures relating to the property and submit to the CPA for monthly reconciliation along with cost center coded bank statement.

ACCOUNTS PAYABLE: The Agent obtains the CPA contract for the Association and has the following responsibilities:

Receive all Association invoices and statements, code same for payment against the appropriate expense account, maintain a record of invoices and submit to CPA for processing and check writing.

1. Code all invoices and requests for checks to a specific budget line item account, scan the same to CPA. Check are written using First Citizens bill pay and a check confirmation is issued to the

Agent. Inspect all contractual work to ensure work completed to expectations prior to paying contractor.

2. Reconcile monthly bank statements relating to bank issued automatic payments (i.e. Duke Energy, AT&T, City of Greensboro Water bills, Marina credit card purchases, and HOA credit card purchase, etc.) and submit to CPA for processing and final reconciliation.
3. The CPA does not have check signing authority.
4. Monitor City of Greensboro Water usage to determine unexplained spikes in usage that could mean leaks or malfunction of clocks/timers are occurring.
5. Monitor gas usage for boats at the marina to insure usage remains in range of previous years and patrols are being made according to the schedule.

MARINA MANAGEMENT: Marina Staff are provided under a staffing contract to run the day-to-day staffing needs. The Agent obtains and manages this contract as a collaborative effort to lower costs for the Association, have no employees thus no employee liabilities, reduce risk and liabilities specific to the lake and rental agreements, and insure revenue is recognized at projected levels. The staffing contractor provides an adult staff manager and hires teenagers similar to a “lifeguard” contract to work during the summer. The Agent’s responsibilities specific to this collaborative effort include:

1. Determine annual staffing hours using the Marina Rental Summary Report prepared each month by the Agent and negotiate the staffing contract to provide projected coverage and staffing needs.
2. Write policies and procedures relating to marina operations and train Marina contractor re each so that contractor can train his staff.
3. Train staff re office procedures relating to the importance of completing rental agreements with members that include liability clauses for the protection of Association, Agent and Lenoir Warehouse Group (LWG), owners of Lake Jeanette.
4. Train staff to assist Agent in monitoring the buffer zones of Lake Jeanette in order to protect the Association’s Lease Agreement with LWG which allows usage of Lake Jeanette to all 1,165 members.
5. Insure day-to-day staffing needs are being met, facilities are being kept clean and any needs for repairs reported to Agent so work orders may be issued.

PROTECTING LAKE JEANETTE, THE BUFFER ZONE & ASSOCIATION’S LEASE AGREEMENT WITH LENOIR WAREHOUSE GROUP (LWG) OWNER OF LAKE JEANETTE AND ITS BUFFER:

Lake Jeanette covers approximately 300 acres with a shoreline of six miles. The Association is responsible for monitoring the lake tract and the 50 foot Buffer Zone around the perimeter of Lake Jeanette to insure homeowners’ compliance with the zoning rules and regulations stipulated under the Lease with LWG. Lake View lot owners are responsible for cleaning and maintaining the buffer zone contiguous to their lots in accordance with the Restrictive Covenants, Deed, and Lease Agreement. All City, County, State, and Federal regulations relating to Riparian Buffers must be followed. The Agent shall serve as contact with LWG and all regulatory bodies including the City of Greensboro, County of Guilford, State of NC, and US Army Corps of Engineers on behalf of the Board of Directors and Association and will:

1. Perform lake patrols twice monthly to maintain a visual memory of and monitor the 50 foot buffer zone around the perimeter of Lake Jeanette to insure that no cutting or other violations have been overlooked by the Marina staff. And to also assess the lake for trash and debris.
2. Meet with Association members who request permission to perform work (generally cut or remove trees) in the Lake Jeanette buffer zones, review their written requests using the

appropriate forms, approve or deny in writing based on the Buffer Zone Policy, and maintain records of these actions.

3. When the Agent receives notification of a cutting violation from the Marina staff and/or Association members, the following actions are taken by the Agent:
 - a. Immediately go to the buffer in question even if after office hours or on weekends. If Agent is not available, Agent's staff must be trained in how to manage cutting violations,
 - b. Stop cutting if not already stopped by marina staff and speak with the homeowner if they are available,
 - c. Mark each cut with a wooden stake and marker ribbon and assess the violation by measuring each cut's diameter and photographing – showing the measurement in the photograph,
 - d. Calculate the violation and number of trees to be replanted using the replant grid in the buffer zone policy
 - e. Write the violation letter
 - f. Notify the owners of the Lake and Water Resources with the City of Greensboro and meet with the same in the buffer specific to the violation
 - g. Using the replant grid in the Buffer Zone Policy, write a Scope of Work for replanting the buffer and obtain three bids from reputable landscape companies. This requires meeting with each company in the buffer in question.
 - h. Meet with LWG and Board President to review violation and costs to replant buffer prior to submitting to homeowner
 - i. Hand deliver the violation to the homeowner or send certified mail return receipt (violation write up and photographs are normally placed in a 3 ring binder which is best hand delivered). A copy is given to LWG and the Water Resource Department of the City of Greensboro, and a copy is maintained in the HOA office.
 - j. Obtain replant funds from homeowner and place in escrow account
 - k. Once buffer replanted close out escrow account and violation and maintain record on file
4. When the Agent receives notifications of furniture or personal property violations in the buffer zones, the following actions are taken by the Agent:
 - a. Write a letter outlining the violation, remedy, and time frame allowed to comply
 - b. Mail certified return receipt requested
 - c. Monitor for compliance
 - d. If failure to comply, Agent directs Marina staff to remove furniture from buffer and store at member's expense
 - e. Write letter to member notifying them of furniture removal, storage, fee to pick up
5. Large cutting violations that require additional hours to remedy through settlement, mediation, or lawsuit will be billed at your requested fee per hour.
6. Lake Jeanette is a no wake and no swimming lake. The Marina Staff monitor these activities routinely. The Agent follows up with a letter to the member in violation. During hours when the Marina is not staffed, the Agent responds to calls reporting swimming and speeding in Lake Jeanette.

7. In the event of a hazardous spill into Lake Jeanette, the Agent will follow protocol and contact 911 for HazMat inspection of spill and remediation. Agent will notify LWG and Board President of the same. Agent will remain on site until HazMat team releases Agent.
8. Lake Patrol and the Agent monitor the buffer for beaver activity during lake patrols and Agent inspections. The Agent is also responsible for walking the trails around the perimeter of Lake Jeanette to determine beaver activity that cannot be easily seen from the water. The beaver population at Lake Jeanette is significant and they will quickly clear areas of the protected buffer if not controlled. Homeowners also report beaver activity to the Agent. Agent is the contact with NC Wildlife Agents to set beaver traps in the identified areas of activity.
9. During the summer months, teenage pranks and vandalism frequently occur around the lake and Master Common area property (i.e. jumping off the Pump House at the dam, throwing furniture in the lake, swimming in the lake, spraying signs with paint, undocking boats at the Marina, etc.). The Agent is responsible for investigating these incidents and managing the process of recovering the Association's assets and replacement funds for any items damaged or destroyed. The Greensboro Police Department is always notified and only provides assistance when they feel the incident deems their involvement. Video surveillance footage is reviewed by the Agent when an incident is Marina related. This is a time consuming process and also involves meetings with parents and teens when they are identified. The Agent then works with the GPD to implement community service hours and/or creates Lake Jeanette community service hours requiring management and follow through of the same.

OPERATING BUDGET & CAPITAL FUND RESERVE: The Agent will perform the following responsibilities in this regard.

1. Assess all property and capital needs for the upcoming year
2. Prepare a draft annual operating budget for the Board to review and approve
3. Manage the approved operating budget throughout the year
4. Maintain and manage the capital reserve fund plan

BOARD MEETINGS & MEETINGS OF THE MEMBERSHIP

1. Prepare the notice for the Annual Meeting of the Membership which includes:
 - a. Notice Letter
 - b. Agenda
 - c. Annual Property Report
 - d. Proxy
 - e. Ballot
2. Attend the Annual Meeting of the Membership and perform the following duties:
 - a. Set up the meeting room with tables and chairs,
 - b. Prepare Sign in Sheets relative to each Village of Lake Jeanette, register attendees and keep a record of the same,
 - c. Establish a quorum (prior to the meeting) to conduct the meeting using emailed proxies for this purpose
 - d. Assist the Association President in running the meeting,
 - e. Answer property and budget questions posed by the membership,
 - f. Tally votes taken at the meeting and give results to the President
 - g. Record minutes and present a draft to the Board for review and approval

- h. Post minutes and supporting documents on Association's website for member viewing
3. Board of Directors Meetings - approximately 6 per year.
 - a. Prepare the Agenda and submit to Board President
 - b. Copy agenda materials for all board members at Agent's expense
 - c. Research items that require explanation by Agent or obtain legal review and opinion
 - d. Attend meeting at no extra charge – usually held at 6:00 pm
 - e. Write minutes and submit draft to Board Secretary for approval
 - f. Post minutes on website after approved by all Board members
 - g. Board of Directors Meetings where the membership is invited to attend in accordance with the Planned Community Act:
 - i. Prepare and mail meeting notice in accordance with governing documents
 - ii. Prepare Agenda and obtain Board President approval
 - iii. Copy agenda materials for all board members at Agent's expense
 - iv. Research items needing explanation by Agent or obtain legal review and opinion
 - v. Prepare a list of member questions submitted prior to the meeting and provide answers to the same at the meeting
 - vi. Attend meeting at no extra charge – usually held at 6:00 pm
 - vii. Write minutes and submit draft to Board Secretary for approval
 - viii. Post minutes on website after approved
 4. Sub-Association Board Meetings (usually no more than 2 per year): There are 11 sub-Associations in the Master Development. The Agent may be asked to attend sub-Association board meetings to answer village member questions relating to the buffer zones, or pending issues for the Master development (i.e. usually relating to the Lake). The Agent may also assist sub-Associations with questions relating to plat maps for the Master Development specific to their village as it relates to MCA easements, serve as a resource for contractor contacts, and questions relating to the Master Association governing documents.

HOA OFFICE STAFFING & COMMUNICATIONS: We expect the Agent to provide the following assets and services to run the HOA office at Agent's expense

1. Hours required to manage the Association averages 50 hours per week. 20 hours In-office coverage, scheduled from 10:00 am – 2:00 pm Monday through Friday. Up to 30 hours a week are incurred inspecting the property and after hours and weekends.
2. 24 hour emergency call seven days a week, 365 days a year
3. Answer emails (averages approx. 250 per month)
4. Answer the HOA cell (averages 120 calls per month)
5. Manage Constant Contact database of membership includes 2,500 member emails adding buyers' emails, removing sellers' emails, and making change requests. Emails are maintained per village.
6. Prepare and submit newsletters (using Constant Contact) to the membership relating to HOA business, advertising the marina to generate usage and revenue, community alerts coordinated with the GPD, community events coordinated with the community library, informational updates on items like the Urban Loop, etc.
7. Provide a lost and found pet email service to the membership.

8. Pay office lease payment at \$400.00 per month; provide Office furniture including conference table, at least six chairs, desk, etc.; provide office equipment including computer, printer, scanner; provide office supplies to run HOA office (excluding LJ envelopes and stamps)
9. Give 100% of Transfer Fees collected at home closings and 100% of Late Fees collected on delinquent accounts to the Association. Transfer Fees are recovered at closing in the amount of \$150 each sale. Over the past 3 years an average of 65 homes sale at Lake Jeanette each year. Late Fees total approximately \$4,000 per year and are assessed at \$20 per month the account remains delinquent.
10. Do not charge add-ons such as mileage, office supplies, copying or mailing, or attendance at the Master Association Board Meetings (approx. 6 per year), Master Association Board Meetings where the membership is invited (at least 1 per year), Village Association Board Meetings (approx. 2 per year), and the Annual Meeting of the Membership (1 per year).

Other communications from the HOA office include:

1. Review monthly financials submitted by CPA firm for accuracy, email any corrections to CPA, and submit final financials to Board of Directors.
2. Maintain a historical spreadsheet of Marina accounts receivables per revenue line item over years and submit to Board of Directors monthly.
3. Create and maintain an operating budget worksheet with detailed tabs relative to high use line items and projections to year end and submit to Board monthly.
4. Communicate routinely with the Board President as the primary contact relating to all business of the Association
5. Email the Board President status reports submitted by Legal Counsel specific to lien and foreclosure authorizations for submission to the Board of Directors.
6. Email monthly financials including reconciled bank statements to the Board President and Treasurer each month for submission to the full Board of Directors.
7. Serve as contact for legal counsel on behalf of the Board of Directors and Association
8. Manage the Association's website and all updates including Village site updates (written in Square Space)
9. Contact the City of Greensboro re "lights out" issues specific to street lights throughout Master common area property and the Marina
10. Contact the City of Greensboro to pick up trash, debris, and dead animal carcasses along the roadways leading into the Lake Jeanette community (i.e. N. Elm St., Bass Chapel Rd., Lake Jeanette Rd., and bridge roadsides).
11. The Agent serves as the resource for gas lamp posts repair replacement and mail post system repair and replacement for 1,165 member homes to insure that these architecturally controlled features are consistent throughout the Master development.
12. The Agent is responsible for insuring that the general public is not allowed membership at the Association's private marina unless they meet qualifications for such membership and have completed an application for the same.
13. The Agent is the Website Administrator for the Association and writes all entries to the website.

MANAGING HOME CLOSINGS: The Agent serves as the point of contact for members who are selling their homes, real estate agents listing homes, and closing attorneys' offices to close the transaction of sale. The Agent frequently receives calls from prospective lake view buyers and must be fluent in explaining the Buffer Zone policy prior to the sale of the home.

1. Obtain statement of Account from CPA
2. Email statement and answers to closing questionnaire to closing attorney. If the sale involves a lake view lot, also explain Buffer Zone requirements in email to closing attorney providing an added layer of protection for the Lake and Lease Agreement.

3. Receive checks and closing documents from closing attorney
4. Enter home closing on spreadsheet so CPA can update database along with new Warranty Deed
5. Assign a Marina Gate Card and update database deactivating seller's card and activating buyer's card
6. Write welcome letter and mail welcome packet to new members

MAINTAINING ADEQUATE LINES OF INSURANCE COVERAGE:

1. The Agent shall arrange for an annual review of the Association's insurance policies under the various lines of coverage including:
 - a. Property and General Liability,
 - b. D&O under the Property Policy
 - c. Umbrella under the Property Policy
 - d. Marina Operations Policies including
 - i. Watercraft,
 - ii. General Liability,
 - iii. Umbrella,
 - iv. D&O
2. The Agent shall report all accidents or claims for damage relating to the Association regarding operation and maintenance of the common areas or assets of the Association, including any damage or destruction thereto.
3. The Agent shall complete annual insurance applications under the above noted lines of coverage and maintain proper records of all insurance coverages carried by the Association.
4. The Agent shall maintain a list of assets include fleet of boats for the Association and notify insurance carriers anytime assets change.

24 Hour Emergency Call for true emergencies.

SKILLS REQUIRED FOR CONTRACT

1. Preferred background in Property & Risk management
2. Experienced in Word, Excel, Google docs, QuickBooks, Constant Contact, In Design, Square Space, Plat Map search engines
3. Ability to write Policies and Procedures for Board approval
4. Understanding and ability to interpret and enforce the Association's governing documents including
 - a. Articles of Incorporation, Bylaws, Covenants, Conditions and Restrictions
 - b. Deeds to Lake View and Non-lake view lots
 - c. Buffer Zone Policy
 - d. Board rules and regulations
5. Ability to relay City ordinances relating to Property questions (i.e. pet nuisances, noise, fencing codes, etc.)
6. Exhibit professionalism and diplomacy

Marina Staffing Schedule - <https://www.ljvillages.com/marina>