

POSITION OVERVIEW

The Property Manager is responsible for the ongoing upkeep and daily maintenance of Island Pointe required to maintain the property in good working order including the specific functions and duties listed in the position description.

GENERAL YEAR-ROUND DUTIES:

I. UNITS AND GROUNDS

- Weekly, year-round exterior inspection of all 57 units.
- Assist Owners as requested with interior and exterior maintenance of their Units *by providing contact information for applicable contractors, subcontractors and vendors.*
- Notation of any other unusual conditions which should be brought to Owners' and/or ASSOCIATION'S attention for action or remediation.
- Inform Board of any emergency repairs and/or maintenance items that require immediate attention.
- Provide oversight that all association rules and regulations are adhered to by both owners and guests, with responsibility for enforcement as required.
- Perform other related tasks from time to time that may be directed by and assigned by the ASSOCIATION Board of Directors.
- Assists with Association work projects coordinated by the Board and completed by volunteer owners.

II. TRASH REMOVAL

- Maintenance of all garbage areas (dumpster locations) in good working condition to also include a clean, neat appearance and regularly empty all trash receptacles in common areas.

III. ADMINISTRATION

- Submit maintenance projects and cost estimates to the Treasurer that should be included in the annual budget.
- Solicit and gather bids for projects and maintenance as directed by the Board and/or the Treasurer.
- Assist the ASSOCIATION Board with coordination of Spring Clean-up Weekend and actively participate throughout the day as assigned.
- Attend Board meetings on the dates set forth by the Board of Directors and the annual Homeowners meeting with a prepared report to the owners.

- Indemnify and Hold Harmless the ASSOCIATION, its Officers, Owners and Agents from any cause of action arising out of the performance of the duties set forth therein. This indemnification shall be served by a general liability insurance policy in the name of PROPERTY MANAGER in an amount not less than \$1,000,000 which shall name the ASSOCIATION as a co-insured party. Provide the Board with an updated policy statement annually.
- Work with the Architectural committee to have current liability insurance policies on file for all outside contractors who complete work on Island Pointe property.
- Provide all required labor and equipment to fulfill outlined duties and responsibilities.

SPECIFIC HIGH SEASON (SUMMER) DUTIES:

I. UNITS

- Assist with spring “opening” of seasonal units for water turn-on.
- Assist with autumn “closing” of seasonal units for water shut-off.

II. SWIMMING POOL

- Seasonal opening of pool by Friday before Memorial Day and the closing date will be determined by the Association Board but no later than September 15 determined by weather. Drain pool, clean with muriatic acid, power wash, drain, and refill.
- Supervision and provision of all labor for maintenance of the pool. Includes twice-daily checks during the season when the pool is open, before 9 a.m. and after 10:00 p.m.
- Daily maintenance – morning: Unlock pool, test water, adjust chemicals, take robot out, clean skimmers, and clean any other debris.
- Daily maintenance — evening. Test water, adjust chemicals, put robot in, remove garbage, and lock pool.
- Maintain inventory of pool-related products.
- Wipe down pool furniture daily (morning).
- Seasonal closing of pool. Drain to specified levels, put furniture into storage, and supervise closing.

III. BEACH AREAS

- Raking and grooming of all beach areas, once daily, before 9:00 a.m. during the season (Memorial Day thru Labor Day). Off season and until the closing of seasonal units, perform weekly or as needed and remove beach furniture in conjunction with closing of seasonal units
- Check and empty garbage as needed.

IV. DOCKS

- Weekly and/or as needed exterior inspection of all watercraft using dock facilities at Island Pointe and notification of owner as to any problems noted.

V. GROUNDS (General yard maintenance, including but not limited to)

- Lawn mowing, as required throughout the growing season that assures a well-groomed property through spring, summer and fall.
- Lawn fertilization: Notify board to arrange Chemlawn weed and fertilization service. Be available to monitor the work and completion of chemical application.
- Shrub trimming as needed, minimum of twice a year in late spring and early fall.
- Weekly maintenance of Association lake shore to include weeding in addition to driftwood, bait buckets, bottles and other debris removal.
- Regular watering of all new shrub/tree/flower plantings on Association property as dictated by weather conditions and water requirements to maintain a healthy condition. This does not include watering of Owner planters, hanging baskets, deck plants etc.
- Landscape maintenance to include mulch, dirt, seeding, weeding or other related items typically associated with ongoing maintenance of a landscaped area.
- Cleaning and maintenance of clubhouse deck and furniture daily.
- Clean the Playground area to include washing of all plastic equipment monthly or more often as required to provide a safe, clean, healthy environment for children during the summer season.
- Clean all beach furniture to include washing the plastic furniture monthly during the summer season or more often as required.
- Check clubhouse inventory for paper towels, toilet paper, garbage bags and order as required
- Branch removal and storm clean up on property is defined as branches that can be easily removed and does not require a chain saw will be considered normal duties in maintaining the property. Branch removal that requires the use of a chain saw due to the size of the branch will be considered contracted services. Fallen branches large enough to require a chain saw will be left until spring clean up unless it creates an emergency situation, is a safety issue, or falls during the summer season and requires immediate removal. Prior authorization for removal of contracted services must be communicated to the Treasurer for authorization prior to removal.

SPECIFIC OFF SEASON (WINTER) DUTIES:

- Turn ON all heaters/heat tapes under buildings (clubhouse and multi-family) before the first freeze. Periodically check heat tapes and heaters to verify they are functioning properly throughout the winter
- Weekly off-season exterior and interior inspection of all units with particular attention to all thermostats (where applicable) for proper operation and temperatures in the units. The interior checks should be within one day of the check made during the prior week. The Association guideline is that the minimum temperature setting by the Property Manager will be 50 degree. The off season heat checks will be required twice per week whenever the outside temperatures are ten degrees (10) or colder for two consecutive days.
- Written documentation of weekly checks of all units via the in-unit sign pads.
- Surveillance for any leaks and or broken pipes or any other related water infiltration that might be occasioned by melting snow, ice or hard rains. If said problems occur, appropriate notification and remedial action should be taken as soon as possible.
- Turn OFF all heaters/heat tapes under buildings (clubhouse and multi-family) before seasonal cabin openings.
- Plowing of snow on all roads and parking lots as needed (2"). Also, shoveling (snowblowing) all sidewalks and stairs to open units. (Not all units are open in the winter)
- Verify that freeze alarms are in owner units participating in the alarm program at the start of the season with fresh batteries installed on an every other year schedule.

YEAR-ROUND DUTIES THAT SHALL BE CONTRACTED OUT:

Property Manager shall either contract for, at ASSOCIATION expense and with ASSOCIATION approval, or otherwise provide the following services:

- Hauling of snow off-site during times of excessive snowfall.
- Seasonal opening and closing of pool.
- Weed control with Chemlawn, or another licensed commercial vendor and/or provide labor and/or materials for weed control in accordance with all applicable federal, state and local regulations around all Units at the ASSOCIATION'S expense.
- Immediately respond to any heat alarm notifications, determine cause and take appropriate corrective action. The Association will pay \$150 per occurrence for response to heat alarms.
- Project Proposals for contracted work will be submitted to the Treasurer for Association Board approval prior to the start of work.

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