



Cromwell Hills Condominium Association (#1), Inc.
9 Birch Court Cromwell, Ct 06416
Phone (860) 635-7070 Fax (860) 635-7073
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Property Manager – Job Description

NAME

Direct Supervisor – Board of Directors

DUTIES:

1. Walk the property on a regular basis for the purpose of maintaining the property values of the complex. This walk through should include inspection of the exterior of the buildings for maintenance issues and neatness and cleanliness of the individual units.
2. Issue warnings based on the rules and regulations if appropriate. Be consistent in applying the rules and regulation and with the follow-up on warnings.
3. Be on site or designate a representative during an emergency or any other operation that may require supervision.
4. Supervise, review and train as necessary, the assistant to the Property Manager.
5. Supervise, review and coordinate property maintenance with the Director of Maintenance.
6. At all times, act professionally and courteously toward unit owners.
7. Solicit bids, preferably a minimum of three, on all work in excess of \$1,000.00.
8. Oversee the administration of all contracts to ensure that vendors are adhering to all the terms and conditions as well as the intent of the contract.
9. Meet periodically with the President, as needed, for the purpose of the exchange of information of community activity. The President shall approve any invoices requiring approval, at this time. The current policy is any invoice in excess of \$500.00 exclusive of utilities.
10. The President shall be informed of any problems with unit owners in a timely manner.
11. Keep a visible schedule of all active projects, showing time line, on yearly calendar.
12. Be on site for a nominal (40) hours a week.
13. Attend a maximum of (16) Board of Directors meetings plus an annual and budget meeting a year.
14. Oversee the voting at any unit owner meeting.
15. Prepare a budget for Board approval 60 days prior to the end of the fiscal year.