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COMMUNITY ASSOCIATION MANAGER JOB DESCRIPTION

Ponderosa Properties, LLC. (PPM) is a Lake Tahoe, Nevada Association Management Company which also has a separate PPM Maintenance Company to assist with the Association's day to day maintenance needs and their personnel work with the community manager to provide a full service, personalized approach to management. PPM is a low-key, mid-sized company located in the small town of Incline Village, located on the Northshore of Lake Tahoe, with PPM's administrative and maintenance employees all working as a team.

JOB TITLE: Community Association Manager

CLASSIFICATION: Exempt

REQUIRED CERTIFICATE: State of Nevada Community Association Manager License

COMMUNITY MANAGER DUTIES:

1. Manage the day-to-day responsibilities of associations within an assigned portfolio.
2. Working knowledge of Association's governing documents, NRS 116 and other applicable state and federal statutes.
3. Prepare board packages and distribute to boards of directors in a timely manner.
4. Schedule and attend board meetings.
5. Prepare status reports and distribute to board as required to keep board informed.
6. Assure properties are inspected as required and that courtesy and violation letters are prepared and mailed in a timely manner. Maintain current compliance log.
7. Inspect common areas as required and report to board any areas of concern.
8. Review financial documents and be prepared to report and explain any discrepancies to board.
9. Work with Board and/or Budget Committee to prepare Annual Budget of association and follow-up to meet all requirements and deadlines of mailing proposed budget to homeowners. Schedule owner ratification meeting within required deadlines.
10. Coordinate Board Elections and filing requirements
11. Meet with outside vendors as required, working with PPM Maintenance Company personnel.
12. Obtain vendor bids for association projects as required, working with PPM Maintenance Company personnel.
13. Return all telephone calls and emails from residents and board members within a timely manner.
14. Other duties as assigned and required.

WORKING CONDITIONS:

Manager is expected to be self-motivated and perform all duties as required on a day to day basis in a professional and timely manner.

SALARY: DOE- Email Resume' with salary requirements to: lbradley@ppmincline.com and greg.brimm@yahoo.com