



Kenyon & Associates, Inc. is a Reno/Sparks/Carson City/Minden/Gardnerville, Nevada Community Association Management Company. We are a full-service, family owned business that brings a personalized approach to management. Owner, Terri Kenyon, has over 40+ years of experience with the current staff with 60+ years' experience. That is a group of team members with over 100+ years of experience to share! We are a low-key, mid-sized company located in the South Reno area, located at 645 Sierra Rose Drive, Ste. 104, Reno, NV 89511. We are currently expanding the company and looking for experienced managers to come in and take on a portfolio starting at five or six HOAs located in the Reno/Sparks area.

JOB TITLE:

Community Association Manager

CLASSIFICATION:

Portfolio Manager

REQUIRED CERTIFICATE:

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 seven days in advance.
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.
12. Obtain vendor bids for association projects as required.
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 in a fast-paced environment and perform all duties as required Monday-Friday in a professional and timely manner. Personalized customer service is the King/Queen of this industry and that is what separates local business from a corporate business.

SALARY:

DOE- Email Resume to: terri@kenyonandassociates.com.