



STANBROUGH  
— REALTY —

**JOB TITLE: Homeowner's Association Manager**

The homeowner association, or (HOA), manager is responsible for a variety of tasks related to the maintenance, upkeep, and the overall wellbeing of an association(s). They oversee and assist in a wide area of responsibilities from maintenance, governing document enforcement, dispute resolution, financial, and more.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Act as a liaison and advisor between the board of directors and homeowners
- Responsible for managing and communicating financial matters with the board of directors
- General maintenance and upkeep of the association
- Mediate and dispute conflict between homeowners
- Enforce governing documents
- Write and distribute association communications to homeowners
- File all association records and documentation
- Walk the association grounds with or without the board
- Oversee and facilitate monthly or quarterly association meetings
- Oversee and facilitate the annual meeting of each association
- Monitor association insurance
- Work on special projects

**EDUCATION/EXPERIENCE REQUIREMENTS:**

- A related college degree, or the equivalent, amount of previous property management experience is highly preferred
- Demonstrated knowledge and experience in property management or the housing industry is required
- Strong negotiation, interpersonal and communication skills are desired
- Valid driver's license
- Ability to:
  - ◆ Function as a self-starter with considerable latitude of action
  - ◆ Recognize, isolate and solve problems that improve overall client satisfaction and loyalty
  - ◆ Work closely in a small business environment
  - ◆ Meet deadlines established
  - ◆ Motivated and professional

**ATTENDANCE/TRAVEL:**

Position requires consistent, regular, and timely attendance, which often extends beyond a 40-hour work week. Position will require travel on a regular basis to and from the properties and to meetings. Must be able to meet the attendance and travel requirements of the job.

*The above statements cover what are generally believed to be the principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.*

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