



## **HOA Property Manager**

### **Job Description**

#### **Job Summary**

Since 1989, Realty Performance Group, Inc. has been Western New York's choice for outstanding quality property management services. As a full service real estate management firm, RPG provides maintenance, construction, and brokerage services to real estate owners, associations, and more. Specializing in condominiums, townhomes and single family residences.

The ideal candidate for the HOA Property Management Position is a highly motivated and driven individual who is eager to work in a complex and competitive business. The Property Manager is assigned a portfolio of Homeowner Associations and will work closely with the Association Boards, Homeowners, and Realty Performance Group's Office and Maintenance staff to provide exceptional service to the Clients.

The Property Manager oversees the financial matters of the HOA, including the collection of association fees from residents. Works in coordination with a council or board of community members who lives within the Association. These board members help facilitate neighborhood meetings and keep residents informed of any changes to rules and regulations. The HOA Property Manager will help conduct annual elections to select new board members.

The Property manager is typically involved in enforcing community rules and regulations that are laid out in the HOA ByLaws and Governing Documents. These rules govern behaviors that are intended to help maintain a visually appealing neighborhood while protecting property values. Rules and regulations usually govern landscaping and home maintenance requirements; on-street parking; building additions; and exterior home appearance.

The responsibilities as the Property Manager include but are not limited to:

Guide and consult with the Board to fulfill their duties and to execute the decisions, directives and policies approved by the Board

Document transactions accounting and otherwise, activities, and records of the HOA.

Preparation of the annual budget.

Reporting delinquent accounts and updates to the Board.

Sending Delinquent notices at the board's Direction

Initiating legal action for collection of funds according to the Boards directives and policies.

Follow up on any Maintenance issues.

monitoring the general maintenance and upkeep of common areas in a community through onsite visits.

Hire and monitor vendors for Contracted Services required at the HOA.

### **Qualifications and Skills**

Qualifications: Bachelor's degree from a four-year college or university (preferred). At least 3 years in HOA Management or Equivocal in Property Management . Organization and attention to detail. Exemplary follow-up skills. Strong written and communication skills. High level of professionalism and integrity. Strong work ethic. Positive, optimistic attitude. Proven experience as an executive assistant or other relevant administrative support experience. In-depth understanding of both Google Suite and MS Office suite. Understanding of Budgets and preparing them. Experience with Yardi, Rent Manager or Tops Property Management Software a Plus. Ability to organize a daily workload by priorities. Must be able to meet deadlines in a fast-paced quickly changing environment. A proactive approach to problem-solving with strong decision-making skills. Professional level verbal and written communications skills

Job type: Full-time

Salary Range Based on Experience \$50,000 to \$65,000.00