

PINE FOREST GENERAL MANAGER  
JOB OVERVIEW & JOB DESCRIPTION  
July 2018

**PINE FOREST MANGER JOB OVERVIEW**

Email Anne Fox at [president@pine-forest.org](mailto:president@pine-forest.org) for inquiries, questions, to submit a resume and/or a statement of interest in the position.

**Role Summary**

Oversee operations, maintenance, administration, and improvement of Pine Forest infrastructure (roads, water system, fencing) and common areas. Plans, schedules, and coordinates general maintenance, major repairs, and/ or construction projects on behalf of Pine Forest Homeowners Association (PFHOA). Inspects grounds, roads, and equipment routinely to determine necessity of repairs or maintenance. Ensures homeowner activities, including lot development activities, comply with Pine Forest Association covenants. Reports to Pine Forest Homeowners Board on community issues and provides communication link between Pine Forest owners and the PFHOA Forest Board.

**Expectations:**

- Work in a cooperative and professional manner with the PFHOA Board, owners, and any other managers and/or contract workers that may work for the PFHOA
- Take initiative and show follow through in oversight and management of PFHOA responsibilities.
- Inspect the Pine Forest community on a regular and consistent basis and check on roads/new development or other conditions.
- Respond promptly to onsite emergencies such as (but not limited to) water delivery issues, road hazards, local area fires, onsite issues caused by harsh weather conditions, as well as other immediate needs that may arise.

**Requirements:**

- Ability to communicate well via both verbal and written communications.
- Some knowledge of mechanical systems and/or the ability to source qualified and reliable contractors to address mechanical and/or infrastructure malfunction/failure issues.
- Ability to use (or learn) office software (e.g. spreadsheets and word processing) for administrative tasks, and email and social media (e.g. Facebook) for PFHOA communications
- Ability to travel throughout Pine Forest, including to places that may require four-wheel drive, studded tires, chains, and/or walking on roads, trails, and/or overland. Pickup truck preferred.
- A minimum of 3 onsite visits per week should manager not be a resident of Pine Forest.

**Compensation:**

- Starting compensation of \$15,000 for 20 to 25 hours of work per month.
- Prefer work be done on a contract basis but that is negotiable.
- Stipend provided for use of personal vehicle.

## **PINE FOREST MANAGER SPECIFIC JOB RESPONSIBILITIES**

### *Board Communications*

- Report to Board president
- Submit monthly report to Board with summary of activity and hours for the month
- Attend Board meetings (at least 4 - 6/year, including Memorial Day Weekend)

### *Homeowner Communications*

- Respond to owner inquiries and/or complaints. Report issues to the Board. (Note: Billable time does not include performing personal favors for owners.)
- As needed, familiarize new owners with PFHOA website/guidelines

### *Infrastructure Management and Contract Worker Oversight*

- Maintain communications with road and snowplow contractor and water manager. Communicate any issues to Board.
- Work closely with contractors to address onsite problems that need immediate and/or future attention (e.g., water outages, dangerously icy roads). Report issues to the Board
- Perform or oversee overall ongoing maintenance of PFHOA infrastructure including water system, road system, greenbelts, fencing, and, as required, forest health.
- Work with PF Committees as needed to help assess priorities related to infrastructure management.

### *Lot construction Activities*

- Coordinate with Architecture Committee on proposed and ongoing construction projects.
- Provide guidelines to contractors on new construction, including Architecture Committee requirements, speed limits, etc.
- Respond to complaints about the conditions in new construction sites.
- Observe new connections to the community water system in person, to ensure proper installation (i.e., procedures and materials) and restoration of disturbed areas, including roads and areas of potential erosion.
- Determine whether refund of construction deposit can be made by comparing exterior of building and landscape to plans approved by Architecture Committee.
- Report to Board and/or Architecture Committee any violations by owners/contractors of the above procedures.

### *Garbage/Recycling*

- Contract for and supervise timely pickup and disposal of garbage and schedule additional pickups in anticipation of busy times (holiday weekends and weeks)
- Provide comprehensive management of Pine Forest garbage, including clean up around dumpsters and signage to encourage appropriate use of dumpsters.

### *Firewise Community/Forest Health/Fire Safety*

- Assist with oversight/management of forest thinning project
- Serve on the Firewise/Forest Health Committee
- Support projects initiated by the Firewise Committee
- Advise Board and Firewise Committee on long-range planning
- Advise community of current fire protection policies and burn bans and monitor adherence thereto.
- Serve as the primary point person communicating with fire-fighting personnel.
- Test fire standpipes annually

### *Other*

- Communicate Covenant violations to Board.
- Take care of minor road and traffic issues such as fallen trees, street signs, road closure signs, etc.
- Use FaceBook and e-mail to communicate to owners Pine Forest news updates such as road closures or dangerous conditions and other issues of community concern.
- Assume other responsibilities not necessarily specified in this job description but that are added as agreed upon by PF Manager and the Board.