

PROPERTY MANAGER RESPONSIBILITIES

1. QUICKBOOKS SOFTWARE and record keeping for all transactions (deposits, fees, payments, invoices, etc).
2. Mail is picked up twice a week at the Spicewood Post Office; more often at first of year when assessments are due.
3. Edit and enter and file information concerning old and new property owners into QuickBooks and record these changes on the community plat. Work with property owners for collections of dues and fine.
4. TITLE COMPANY liaison for all information concerning new residences, refinances, assessments and liens.
5. REALTORS-Field calls for Realtors concerning the community and answer all general questions regarding the community and CCR's/ACC's.
6. MAINTENANCE-Oversee the landscaping, pool and gate maintenance.
7. Obtain new bids for services (landscaping, road repair, speed bumps, signage, pool service, etc) per the request of the board.
8. Negotiate for best insurance rates on the D & O Insurance and Liability Insurance for community and renew annually.
9. Pay Property Taxes and LCRA Lease Payments.
10. Resolve any and all accidents to Ridge Harbor property. Gate damage, keypad damage, vandalism, destruction of mail boxes.
11. Meet with and work with Burnet County Sheriff's office to file incident reports, accident reports, vandalism, etc. as they occur.
13. Field calls from residents with regard to vandalism, loose dogs, biting dogs, etc. Contact animal control and file report on loose dogs if owner does not take responsibility.
14. CCR'S AND VIOLATIONS
 - o Drive the community at least once a week.
 - o Note any violations
 - o If residents are outside try to have a friendly chat about their violation, if not prepare a letter.
 - o Enter all violations on Violation Log. The violation log has the date of the violation and the result.
 - o Send letters for violations/file liens.
15. Communication with the board and with residents.