

Moonridge Marina Community Manager

Desired Credentials:

Self Starter who is organized, professional and motivated to manage the Moonridge Marina community.

Qualities and Experience

The desired person will have: good supervisory skills, proven strong interpersonal skills, ability to manage vendors & volunteers, completed course work in basic accounting and bookkeeping, ability to manage community finances (billing and invoicing), proven success managing projects and the ongoing day to day operations of a small community.

Duties are as follows and are not limited to:

- General supervision of the community on a daily basis to ensure that Moonridge is maintained, safe and operating in accordance to the community codes and regulations.
 - Act as the community single point of contact. (Go-to person)
 - Review the community condition for infrastructure issues weekly
 - Contact board or appropriate vendor to have issues resolved quickly for:
 - Landscape, trees, weeds, irrigation
 - Lighting and electrical
 - Gate operation and codes
 - Dock conditions
 - Cabana, gazebo and areas
 - Community park condition
 - Roads
 - Inspect community for major violations of property condition and notify owner
 - Stay vigilante for trespassing or unauthorized vehicles/ boats and trailers and investigate and take any required action.
- Manage vendor performance of landscaper, and other vendors as needed, to ensure work is completed as contractually agreed upon.
 - Vendors:
 - PJ Landscape
 - Parker Tree Service
 - McIntosh controls
 - Allied Waste
 - River Septic

- Farley Crisp paint and Cabana repair
 - American Family Insurance
 - Brooke Water
 - APS
 - Road Seal Contractor
 - La Paz County Sheriff
 - La Paz County
 - Other tradesman as needed (plumbing, electrician etc)
 - Project vendors as required for projects such as the entrance
- Source qualified vendors for work that is approved by the Board
 - Seek and gather bids from local providers. This would be for project work (Cabana, Dock, Entrance, roads etc) and when we need to get competitive bidding on existing contractors ie PJ, Tree work etc.
- Inspect the community on a weekly basis to proactively identify areas for improvement.
 - Included but not limited to: landscape, roads, irrigation, trees, infrastructure, community areas, park, cabanas, launch ramp, gates, lighting and rule violations.
- Enforce the community CCR's and rules by notifying violators per the community rules and CCRs and working proactively with the HOA board on violations.
 - Provide written communication to residents that are in violation of CCRs
 - Provide report to Board for further action if required
 - Track fines if applicable (Renter policy violations)
- Work with law enforcement on matters that include trespass, suspicious people, and criminal activity.
- Assist with entrance and gate access
 - Assist Sully as back up for Gate code changes, operations & maintence and those in need of legitimate community access.
- Be present at HOA meetings to present a Manager's Operations review.
- Act as the liaison for the community and work directly with the HOA Board on community issues as they arise and proactively identify areas for improvement.
- Produce Board Meeting Agenda and Minutes
- Other duties as assigned by the Board of Directors.