

Job Description for Winston Towers 600 Condominium (WT600) Property Manager

The role of the WT600 Property Manager in condominium management is essential in ensuring the satisfaction of our residents.

WT600 Property Manager is a licensed by State of Florida professional that is responsible for the following within WT600 (not in priority order):

Condominium Property Manager as Operations Manager

First and foremost, a WT600 Property Manager is responsible for managing the daily operations of the WT600 condominium community. He/she accomplishes this by fully and properly carrying out the policies that the WT600 Board of Directors (WT600BOD) sets up. Basically, the condo property manager is not a member of the condo board but he/she still conduct himself/herself in a fashion prescribed by the WT600BOD. Also, as Operations Manager he/she is responsible to document all WT600 processes and operating procedures, making sure that all employees are following these written procedures in their day-to-day work activities and keep these procedures as manuals in paper folders and in electronic form on the computer.

Condominium Property Manager as a Communication Channel

In addition, the condominium property manager acts as a communication channel between the community and the WT600BOD. All the queries and feedback are communicated by the Property Manager to the WT600BOD. However, this does not mean that the property managers enjoy unfettered powers. They merely sit between the condo board and the community, so nothing goes without the WT600BOD and/or the President of the WT600BOD properly approving it first. He/she provides information and guidance on WT600 issues to WT600 condo owners and residents utilizing WT600 website, Emails and paper posters. Also, he/she promotes communications between members of the WT600BOD and between WT600BOD and WT600 residents.

Condominium Property Manager as a Conflict Settlor

The responsibilities of the WT600 Condominium Property Manager include the duty to settle conflicts that pertain to WT600 Condominium community Rules and Regulations. Thus, if the WT600 resident is in a situation where WT600 Condominium community Rules and Regulations rules may be breached, a WT600 Condominium Property Manager is the person to go to. Though, it is not advisable to turn to the Property Manager in case you have reservations regarding any condominium policies as condo property managers have no say in the process of policy setting (they do advise the board). As Conflict Settlor he/she sends in writing warnings and notices to residents that breached WT600 Rules and Regulations making all efforts for conflict/problem resolution.

Condominium Property Manager as a Performance Supervisor

The responsibilities of the WT600 Condominium Property Manager include the duty of regularly inspecting the WT600 Condominium property (building and grounds) and reporting results in writing to the President of the WT600BOD. He/she must monitor the performance of all employees of the WT600 condominium: assign in writing the workload per each day for each employee and review results accomplished during the day for each employee on the end of day. Also, record this information into a Performance Log and provide it to the WT600BOD, and maintain up-to-date personnel folders. Direct supervision is not a must in case when contractors have been hired for the job. Property Manager will monitor work progress daily making sure it is performed to contract requirements and on schedule without interference to condominium operations. When a Project is completed by contracting company the WT600 Property Manager with assistance of WT600 employees should examine and accept or reject the work done by the Contracting company and provide this information in writing to the WT600BOD. On some occasions, depending on the size of the Job performed by the Contractor company a member of the WT600BOD will be assigned by the President of WT600BOD to join the Property Manager in signing off on the Project. WT600 Property Manager shall utilize the Construction Work Flow Procedure in his/her daily operations.

Condominium Property Manager is also a Finance Manager

WT600 condominium Property Manager is also the manager of financial matters of the WT600BOD. He/she manage such things as drafting the operational budget, preparing financial statements for each month and collecting dues related to WT600 condominium. If there are any concerns or queries regarding the payment of condo fees, the function of condominium Property Manager's obliges him/her to address these as soon as possible. Also, he/she responsible to create in timely fashion all additional required and identified by WT600BOD financial reports. It's the responsibility of the Property manager to reconcile all WT600 condominium bank statements and keep these reconciled bank statement in a metal cabinet for 7 years. Bank statements from all banks used by WT600 should be saved for 7 years and be available for condo owner review upon any condo owners request.

Condominium Property Manager is also a Business Advisor to WT600BOD

WT600 condominium Property Manager is a person that should be knowledgeable in Florida Condominium Act aka Florida Statutes Chapter 718 and WT600 By-laws. He/she will support WT600BOD in issues research and resolution. Upon WT600BOD request he/she will be responsible for Meeting arrangements, preparations, facilitations and attendance. Upon request from WT600BOD he/she will attend and participate within some of these meetings.

Condominium Property Manager is also an Office Administrator

WT600 condominium Property Manager responsible to train and cross-train office employees and always have a reliable and competent back up that able to step in and perform the Job of the

Property Manager in case the Property Manager is out-of-office. It's a responsibility of the Property Manager to train condo owner volunteers willing to work in the WT600 office for free and oversee the sales by the office of FOB's and Bar Code labels for cars. Also, it's a responsibility of the Property Manager to make sure that the work performance of all office employees is maximized by not allowing office visitors to socialize or loitering in the office. Property Manager will make sure that no material purchased for WT600 and no work done by WT600 Maintenance team or hired contractors without properly prepared, approved and executed WT600 Work Order. WT600 Property manager is responsible for inventory control making sure that all material and supplies purchased by WT600 Condominium Association is used for intended purpose. He/she will maintain the records of all purchases with all supporting documentation (approvals etc.) and accounting for stock inventory.

Condominium Property Manager is also a Security Manager

WT600 condominium Property Manager on daily bases is monitoring performance of the Security company within WT600 condominium building and grounds. He/she works with the Security Company on enforcing WT600 Rules and Regulations making sure that all violations and resident's complaints are addressed and resolved, recording and placing records of all violations into violator's unit number folder within WT600 office, providing written reports (Email) to the WT600BOD on resolution of all Security company reports, reported violations and residents complains. As Security manager, he/she will seek consultations with WT600BOD president and Chairperson of the Security Committee on issues that are not clearly defined within WT600 Rules and Regulations and make recommendations on changes to the WT600 Rules and Regulations. He/she will make sure that all rules and Regulations apply evenly to all condo owners and residents of WT600.

Condominium Property Manager is also an enforcer of the WT600 Rules and Regulations

WT600 condominium Property Manager responsible to enforce all WT600 Rules and Regulation to all residents equally without prejudice or preferential treatment of some residents. WT600 condominium Property Manager will enforce WT600 policies in regards to conflict of interest and preferential treatment of employees, condo owners and residents. He/she will enforce the WT600 policy on employees and contractors servicing our condo owners and residents in providing superior customer service and to be courteous and professional while servicing our condo owners and residents.

Condominium Property Manager and/or any other employee of WT600 condominium are forbidden to get involved in politics of this building and WT600BOD election process, subject to dismissal for non-adherence. It's forbidden for employees of WT600 condominium to provide any personal and unauthorized services to the WT600 condo owners and residents during employees work hours (like private repairs and improvements within their apartments, like help with private bills from doctors, utilities etc.).

Condominium Property Manager's work hours

WT600 condominium Property Manager is a salaried employee. At least 40 hours per week (9:00 AM until 5:00 PM) with 24/7 emergency support expected.

I have read, understood and agree in its entirety with this document.

WT600 condominium Property Manager (Printed Name): _____

WT600 condominium Property Manager (Signature): _____

Date: _____

Witness #1 (Printed Name): _____

(Signature): _____

Witness #2 (Printed Name): _____

(Signature): _____