

EMPLOYMENT OPPORTUNITY

In 2006 I established my company, Reliable Secretary Service (RSS) to manage San Ignacio Vistas Homeowners Association (SIV). Because of a recent health scare the board and I realize it is now necessary to have a plan for orderly transition. Thus, the board has asked me to find someone to be a backup and eventually a replacement when I do decide to retire.

I will train someone desiring to have their own home business. If interested, you would be an employee of RSS and assume more duties and responsibilities as time goes on. I will remain available for consultation as needed to ensure a smooth transition. This will be a paid position.

Important reasons we prefer self-management are:

- Professional management does not have the same caring or sense of interest and pride.
- Homeowners will deal with someone that has a vested interest in the community and that care about our HOA.
- There is a faster response time when a request is received.
- Yearly HOA dues would no doubt skyrocket if we must hire a large Management Company.

RSS provides day-to-day operations services, including, but not limited to:

- Maintain homeowner's database, email address book and corporate files
- Attend all board meetings and provide/publish agendas and minutes
- Obtain legal opinions as directed by the board
- Process mail to homeowners relative to enforcement of deed restrictions and provisions of the governing documents
- Generate notices
- Respond to disclosures for any transfer or sale of a property within SIV
- Maintain Association website
- Prepare and distribute newsletters and neighborhood phone directory
- Invoice Homeowners for annual assessments, collect & deposit funds
- Pay all invoices
- Prepare financial statements
- Provide financial data yearly for review or audit and help file tax returns.

You are not expected to learn this all at once, you will grow into the position.

There will be a reasonable transition time.

I will remain available for guidance and support until you are comfortable.

This job can be done while traveling using a smart phone & tablet.

Knowledge of Word and typing skills are required, and Excel and Adobe would be a benefit. People and communication skills are a plus.

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I would be pleased to discuss this position with any interested candidate.

Marianne Bishop, RELIABLE SECRETARY SERVICES