

**JOB DESCRIPTION**  
**THE TOWERS-BOARD OF MANAGERS**

The affairs of the condominium are governed by a Board of Managers composed of five persons, all of whom must be owners or spouses of owners or mortgagees of condominium units.

Members of the Board of Managers serve three-year terms and the members of the board of managers are elected at the annual meeting to be held on the first day of June.

Members of the Board of Managers serve without compensation, and they are not liable to unit owners for any mistake of judgment, negligence or otherwise, except for their own individual willful misconduct or bad faith.

Regular meetings of the Board of Managers are held at such time and place as determined by a majority of the members of the Board of Managers, but at least one such meeting must be held each fiscal year. The Board of Managers may also call special meetings. The Board of Managers also elects a President, Vice President, Secretary and Treasurer.

The duties and responsibilities of the Board of Managers are spelled out in detail in the by-laws of The Towers Condominium.

Generally, the Board of Managers has the powers and duties necessary for the administration of the affairs of the condominium including, but not limited to the following:

- a. Operation, care, upkeep, maintenance, appearance and repair of the common elements and limited common areas and assignment of parking and storage areas;
- b. Determination of the amount required for operation, maintenance and other affairs of the condominium;
- c. Collection of the common charges from the unit owners;
- d. Employment and dismissal of the personnel, as necessary for the efficient maintenance and operation of the condominium;

- e. Adoption and amendment of rules and regulations covering the details of the operation and use of the condominium property;
- f. Opening bank accounts on behalf of the condominium and designating the signatures required therefor;
- g. Purchasing, leasing or otherwise acquiring in the name of the board of managers, or its designee, corporate or otherwise, on behalf of all unit owners, units offered for sale or lease or surrendered by their owners to the board of managers;
- h. Purchasing apartment units at foreclosure or other judicial sales in the name of the board of managers, or its designee, corporate or otherwise, on behalf of all unit owners;
- i. Selling, leasing, mortgaging, voting the votes appurtenant to (other than for the election of members of the board of managers), or otherwise dealing with units acquired by, and subleasing units leased by the board of managers or its designee, corporate or otherwise, on behalf of all unit owners;
- j. Organizing corporations to act as designee of the board of managers in acquiring title to or leasing of apartment units on behalf of all unit owners;
- k. Leasing professional offices, garage, maids' rooms, and laundry rooms, and granting licenses for vending machines;
- l. Obtaining insurance for the condominium property, including the units, pursuant to the provisions of Article V, Section 2 of the by-laws;
- m. Making repairs, additions and improvements to, or alterations of, the condominium property, and repairs to and restoration of the property in accordance with the other provisions of the by-laws, after damage or destruction by fire or other casualty, or as a result of condemnation or eminent domain proceedings; and

**JOB DESCRIPTION**  
**TWIN TOWERS CONDOMINIUM-RESIDENT MANAGER**

In general, the Towers Condominium is managed by a five-member board of managers which hires a managing agent, and together the board of managers and the managing agent hires and oversees a resident manager. All employment is "at will" terminable for cause or no cause.

A condominium association is a complicated real estate ownership arrangement requiring the cooperation and tolerance of all concerned. In that vein, the resident manager must exhibit good human relations skills and good oral and written communication skills.

In general, in addition to being answerable to the board of managers and the managing agent, the resident manager is generally responsible for the upkeep, maintenance and security of the common areas, the building, garage and surrounding grounds. Without limiting the generality of the foregoing, the specific responsibilities of the resident manager include the following:

**Daily:**

- Check to ensure locks, doors, and other areas of entrance are in functional order. Notify Managing Agent (currently Ron Odegard) of any problems/repairs needed.
- Check lights/ballasts are operable and replace as required.
- Wipe down washer/dryer surfaces; clean floor as needed. Remove lint from dryer tray.
- Check garage carbon monoxide monitor for carbon monoxide buildup, report any problems to Managing Agent (currently Ron Odegard).

**Bi-Weekly:**

- Clean/vacuum halls.
- Sweep/clean common entry area. Spot clean as needed per outside conditions.
- Check dumpster and move as per schedule.

Monthly:

- Sweep fire exits.

Upon New Move-ins:

- Program new move-in phone(s) to the security system.
- Ensure that new occupants have the Resident Handbook. If they do not, courteously instruct them on how they can be obtained.

Quarterly:

- Hose down driveway.
- Pull out and clean underneath washers and dryers.

Spring:

- Wash down inside garage (with cars removed).

Winter:

- Clear snow & ice off of sidewalks
- Clear snow & ice immediately in front of each garage door (i.e. garage door to ~3 ft. out).

Summer/Fall:

- Mow as needed.
- Seed bald/bare areas as needed.

General:

- Provide entrance to workmen for building projects/repairs.
- Post notices on bulletin board regarding any building work to be done; include effect it will have on residents (i.e. water shut offs, no parking in garage during service, etc).
- Spot clean common area walls as needed.

Misc.:

- Carbon monoxide monitor calibration.
- Generator checked/run.
- Garage heaters, including tune-up and filter replacement.
- Garage drains cleaned.
- Air conditioning system (drained in the fall and reactivated in the spring).
- Maintaining roof sewer vents to make sure they are clean and unobstructed.
- Overseeing current maintenance and checking of all fire extinguishers.

Dated and approved this 13<sup>th</sup> day of August, 2013.

THE TOWERS

By: 

Its: 

By: \_\_\_\_\_

Its: \_\_\_\_\_

### Twin Towers Managing Agent Job Description

The duties of the managing agent appointed by the board of managers include:

1. Collect monthly condo fees.
2. File lien statements to collect past due condo fees and serve as liaison to attorney and/or title company.
3. Prepare monthly financial reports for the board of managers.
4. Assist the accountant and others to prepare an annual audit and all tax reports and returns.
5. Serve as liaison for the resident managers (currently Ruth and Gerald Schill). Oversee all of their job duties.
6. Provide payroll for in-house employees.
7. Hire sub-contractors and be liaison for completion of contracted work. (Mahan Construction, Hurst & Henrichs, Lees Roofing, Sherman Plumbing, others).
8. Attend board and annual meetings.
9. Prepare the notice of the annual meeting (June 1).
10. Maintain address list for all building residents and tenants.
11. Pay all condo association bills.
12. Monitor the suggestion box.
13. Field inquiries from real estate agents seeking building information, access, copies of declaration, bylaws and rules, and The Towers Resident Handbook.
14. Contract building insurance at annual renewal periods.
15. Pay Real Estate Taxes on condo owned by Twin Towers.
16. All employment is "at will" terminable for cause or no cause.

Dated and approved this 13<sup>th</sup> day of August, 2013.

THE TOWERS

By: Roy / Mark

Its: Board President

By: \_\_\_\_\_

Its: \_\_\_\_\_