

Reata Estates Association, Inc
Job Description
Association Administrator
January 24, 2011

Overall Function

The overall function of the association administrator is to manage the administrative and business affairs of Reata Estates Association, Inc. a non-profit property owner's association. The candidate must have high integrity and trustworthiness and should be a self-starter who needs little management oversight.

Reporting Structure and Salary

The association administrator reports to the Reata Estates Association board of directors, and the position is part-time with flexible work hours.

The salary of the association administrator is set by the board of directors and will be reviewed as needed. The salary will be paid every three months for the preceding three months.

Requirements and Qualifications

- Must have good organizational skills and ability to work with details.
- Must have good communication skills.
- Must have knowledge of state laws affecting property owner associations and public meetings.
- Must have good knowledge of the association's covenants and bylaws.
- Must have a computer and printer.
- Must be proficient in Microsoft Word or an equivalent word processor.
- Must have the software and ability to communicate with a large group using email.
- Must have an extensive and comprehensive computer backup system including off-site storage of backup media to ensure that the administration of the association is not disrupted for an extended period of time.
- Should have a working knowledge of small claims courts.
- Should have a working knowledge of road paving and concrete work as it is related to culvert repairs.

Duties and Responsibilities

- Take notes at all board meetings and annual membership meetings, then prepare a draft of the meeting minutes for the secretary and president.
- Serve as Registered Agent with the Secretary of State (required by state law) and update the Secretary of State listing as needed.

- Maintain viable computer files and aggressive backups on varied media to ensure the administration of the association is not disrupted for an extended period (see Expenses below).
- Maintain a fax number (see Expenses below).
- Receive postal mail and distribute as needed.
- Receive payments of annual and special assessments for the bookkeeper.
- Serve as an "email distribution point" as emails arrive for directors and/or ACC.
- Respond to telephone calls from title companies, real estate agents, and builders.
- Serve as a drop-off point for members and builders to leave blueprints for the ACC.
- Complete the TREC forms ("resale certs") for title companies *as required by state law* when property changes ownership. This function includes these:
 - 2 TREC forms.
 - Operating budget for the current fiscal year.
 - Current balance sheet .
 - Proof of insurance (scanned copy in PDF).
 - Covenants, rules, & bylaws (told to see web site).
 - Answer questions posed by the title companies.
- Maintain four directories and distribute as needed:
 - Membership list.
 - Lot-to-owner directory.
 - Owner by street address.
 - Email database.
- Conduct voting for special assessments and maintain all associated records.
- Send group emails as needed such as for annual and special assessments.
- Write collection letters and emails to collect unpaid assessments.
- File law suits in small claims court for unpaid assessments and attend the court trial if needed to assist the association directors.
- Perform these tasks for the annual meeting:
 - Prepare and send email announcements and reminders at timely intervals.
 - Seek volunteers to provide food, help with the set-up, and staff the sign-in desk.
 - Prepare the ballots for director elections and for special assessments.
 - Get sufficient copies of the ballots.
 - Assemble the packet of ballots for each member.
 - Provide updated documentation to the president to support the need for the special assessment.

- Provide other documents as needed for the president to conduct the meeting.
- Assist the president as needed to conduct a successful meeting.
- Submit receipts to the board of directors for reimbursement of related expenses.

- Provide oversight for infrastructure repairs (culverts and roads).
 - Develop specifications for infrastructure repairs such as strength of concrete, spacing and size of rebar, type of paving, etc.
 - Meet with contractors to explain what and where to be repaired.
 - Accept bids and distribute to directors.
 - Inspect the work as it progresses to ensure the specifications are followed.
 - Get checks from treasurer and pay the contractor.

Expenses

The following expenses incurred by the association administrator will not be reimbursed by the board of directors.

- Maintenance of a fax number.
- Computers or computer hardware.
- Stamps and office supplies including printer cartridges.
- Computer software unless specifically approved by the board of directors.
- Computer backup media and facilities.
- Computer repairs.