

## CANDIDATE PROFILE

**General Manager**  
**DeCordova Bend Estates**  
Granbury, TX

[www.decordovabendestates.org](http://www.decordovabendestates.org)



### Organization

DeCordova Bend Estates is a picturesque residential community situated in Granbury, Texas. Nestled along the shores of Lake Granbury, this serene neighborhood offers a unique blend of natural beauty and modern living. Boasting an array of amenities, including a golf course, marina, and community clubhouse, DeCordova Bend Estates provides its residents with a tranquil and leisurely lifestyle. The community is renowned for its scenic landscapes, friendly atmosphere, and proximity to the historic town of Granbury. Whether enjoying water activities on the lake or exploring the charming surroundings, residents of DeCordova Bend Estates find themselves immersed in a welcoming and vibrant community in the heart of Texas.

#### **History of DeCordova Bend Estates Owner's Association**

In 1969, Texlan Corporation embarked on a visionary journey to create a weekend retreat for North Texans, unfolding a dream that led to the platting of 1,651 lots across 855 acres along the scenic shores of Lake Granbury. The initial allure of a weekend escape soon transformed into a compelling residential community as weekenders embraced the 9-hole golf course and clubhouse, realizing that this picturesque haven was meant for full-time living.

By 1972, the dream materialized into the vibrant community we now recognize as DeCordova Bend Estates (DCBE). Governed by an Owner's Association, the community established rules prioritizing safety, security, and the serenity of the neighborhood. Residents collectively contribute to the operation of the diverse amenities that define DCBE today.

With approximately 26 miles of roads, 1,500 homes, condominiums, and townhomes, DCBE is a thriving community featuring a marina with covered docks, 74 boat slips, 2 illuminated tennis courts, a fitness center, a 4-space RV park, a swimming pool, poolside deli, golf driving range, an 18-hole championship golf course, and a 9-hole par 3 course.

In the early 2000s, DCBE residents decided to elevate their community by incorporating it as a city. While the Owner's Association members own the amenities and streets, the City of DeCordova

refrains from taxing its residents, ensuring an affordable and desirable place to live, work, and play—resulting in substantial annual property tax savings, such as \$550 on a \$150,000 home.

### **DeCordova Bend By the Numbers:**

- Total annual revenue: \$7.4 million
- Annual assessments: \$4.6 million
- Current employees: 87
- 1600 homeowners
- 9 Board Members turning annually on 3-year terms
- 18-hole golf course
- 9-hole par 3 course
- 2 pickleball courts, 2 tennis courts, and a basketball court
- 4 RV space rentals
- Practice golf range facility
- Swimming pool
- Newly renovated clubhouse & 19th hole
- Two kitchens
- Full ProShop
- Banquet Room
- Card Room
- Chef's Table Room
- 26-miles of roadways with approximately 1625 homes and/or condos
- Membership is tied to lot sales and all property owners receive full membership

## **Position Summary**

The General Manager at DeCordova Bend Estates will need to be an approachable, visible, hands-on, and accessible leader to both Members and staff. The GM will guide all operations with a focus on delivering exceptional services in support of the priorities established by the Board of Directors. The GM will report to the president and coordinate with the Board of Directors and committee chairs. The GM has responsibility for all day-to-day operations of DeCordova Bend Estates, including coordination of staffing, amenities, all HOA related duties and activities across all programs to ensure consistent service delivery. The GM will receive the support of active advisory committees. The GM must have outstanding financial, budgeting, capital improvements, strategic and long-range planning acumen, and a proven record of strong operational management including human resource experience.

This position requires a high degree of grace, visibility, and a strong focus on service, which is critical for all team members to emulate. The GM should sincerely engage with all Members. The role of GM requires a strong embrace of the DeCordova Bend values and the enjoyment of a highly desirable community in Granbury, TX.

## **Responsibilities**

### **Administration and Management**

- Understanding and administering the governing documents.

- Managing the Clubhouse operations including the dining, banquet facilities and pool dining area.
- Maintaining employment, taxation, and insurance records for all employees.
- Oversee all HOA processes.
- Supervising the hiring, discipline, promotion, and evaluation process of all employees.
- Managing the termination of employment process when necessary and ensuring that proper procedures have been followed.
- Directly interfacing with the legal counsel.
- Maintaining the legal documents and membership files.
- Negotiating, administering, and maintaining the Foundation's property, casualty, and liability insurance programs.
- Negotiating, administering, and maintaining all equipment leases and contracts, and vendor services agreements.
- Preparing pre-Board meeting packages and materials.
- Writing, publishing, and filing Board meeting minutes.
- Serving as the Registered Agent and Secretary for DeCordova Bend Estates.
- Maintaining and continuing to develop community relations with Granbury's governing bodies.

### **Finance**

- Assisting the Board and Finance Committee in developing budgets, monitoring financial performance, and ensuring accurate financial reporting including preparation for and participation in annual audits.
- Managing the annual budget data-gathering process in support of the Finance Committee and the Board.
- Attending all meetings of the Board and committees.
- Managing operating and capital costs including negotiations with vendors and developing requests for proposals for competitive bids for equipment and services and ensuring the performance of outside vendors or contractors.
- Obtaining outside accounting and auditing services.
- Managing and monitoring the maintenance and investment of all Capital Reserve funds in accordance with policies and procedures set forth by the Board.
- Managing the service provider who updates the Reserve replacement study as required by Texas Law.

### **Property and Grounds Maintenance**

- Hiring, retaining and managing a grounds maintenance staff to ensure the quality and beauty of the DeCordova Bend's grounds and buildings.
- Maintaining and managing the DeCordova Bend's fitness center, golf course, pools, beach, walking paths and racquet courts, and all other common areas.
- Managing and updating contracts to manage the pools and racquet programs.

### **Property Patrol**

- Hiring, retaining, and managing the property patrol and gate staff to help ensure the safety and security of residents and visitors.
- Evaluating and updating as necessary all security systems such as lighting and cameras on the property and maintaining a solid relationship with Granbury Police and Fire Departments.

### **Community Relations**

- Communicating regularly with the membership.

- Ensuring all resident requests for information, assistance, comments, and suggestions are handled in a timely, professional, courteous, and effective manner.
- Overseeing the website.
- Assisting and working with property owners regarding compliance with architectural, building, landscaping, and general guidelines.
- Cooperating with the Board to share resources where possible to reduce costs and enhance the value to residents.
- Working with all DeCordova Bend committees and encouraging resident volunteers to provide continued input and support for annual community events.
- Act as “Town Mayor” by being involved in all club and community events.

## Key Competencies

- Excellent Leadership Skills – Team builder, inclusiveness, performance management, “hands-on” approach, organizational planning, delegation, and professionalism.
- Collaboration – Regularly works with other departments or organizations.
- Decision Making – Resolves common problems and challenges with sound judgment. Looks at problems from many angles.
- Achieving Goals – Determines the best method to achieve goals and maintains the flexibility to ensure effective delivery of work. Continuously delivers high-quality results and is resilient in the face of obstacles.
- Teamwork – Fosters a collaborative team spirit. Actively helps and supports others. Deals with conflict in a positive manner.
- Strategic Thinking – Understands all the key departments and functions and how they work collectively to achieve larger goals. Provides advice, information, and direction to others to support the achievement of team and/or department goals. Recommends optimal approaches to address critical issues in the immediate and medium-term.
- Strong business acumen with balance sheet experience as well as solid large capital expenditure project experience.
- Confident, friendly, and outgoing style, and an effective communicator – written and verbal; must be able to relate to people at all levels.
- Broad industry and competitive knowledge; a commitment to ongoing learning, personally and for the organization
- A person of exceptional character; self-motivated and dedicated to the profession.
- Able to work in a rapidly changing work environment. Must be able to adapt to changes, manage competing demands, and deal with frequent changes, delays, or unexpected events. Remains open to others’ ideas and exhibits a willingness to try new things.
- High energy with a good sense of humor and the ability to have fun.

## Requirements

- Knowledge of the Property Owner’s Association rules and regulations.
- A Bachelors degree from a four-year university or college is preferred. In place of a degree, substantial community experience will be considered.

- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- A friendly and outgoing personality with strong communication skills and high visibility.
- Knowledge of municipal government structure and operations is preferred.
- Five to ten years minimum experience at a Homeowners Association in a similar position.
- Strong community relation skills are required.
- AMS and PCAM are preferred.
- The ability to operate a computer to enter, retrieve or modify data utilizing Microsoft Word, Excel, Outlook, PowerPoint, email, internet, and other software programs at a high level of proficiency.
- A career path marked with stability, continuous professional growth, and advancement.
- Impeccable and verifiable references; all candidates will be subject to a thorough background check.
- Familiar with state and federal employment laws and fair housing regulations.

## Competitive Compensation & Benefits

- Competitive compensation/salary and eligible for an annual performance
- Healthcare, Medical, and Life Insurance
- Paid time off and work/life balance
- Professional dues, educational allowance expenses, and other approved expenses

**To be considered for this outstanding opportunity, all cover letters and resumes should be received as quickly as possible. All information received will be kept confidential.**

**Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter addressed to DeCordova Bend Search Committee, outlining their qualifications, experience, interests, and why working for DeCordova Bend Estates in Granbury, TX, will be beneficial for you, your family, and your career. Candidates should also address why they believe they would be a valuable asset to DECORDOVA BEND ESTATES. Send your cover letter along with your resume to Tara Osborne.**



**Tara Osborne**

**Principal**



[tara@gsiexecutivesearch.com](mailto:tara@gsiexecutivesearch.com)



**512-965-5643**

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