

Candidate Profile

Property Manager
Eagle Creek Community Association
Naples, Florida
<https://www.eaglecreek.today/>



EAGLE CREEK
The Community Association

Organization

The Community Association is an umbrella organization for the Eagle Creek residential community. The 14-Member Board consists of the seven Condominium Directors, four Estate Home Directors and three Villa Directors representing the 458 residences in Eagle Creek.

The Association conducts Board of Directors meetings in November, January, and March (Annual Meeting) in which residents are invited to attend and comment. The Association also organizes the Preliminary Annual Budget Meeting in July and the final Adoption Meeting in August for the Estate Homes, Villas, Condominiums and Community Association.

About the Candidate

The Candidate Should Be:

- Visible to the membership and staff alike, mature, and well-rounded as a manager. A problem solver, who can effectively administer the affairs of the HOA, and represent it to its various constituencies.
- Able to build a strong employee climate which functions in behalf of the membership as well as with mutual respect of each other.
- Capable of a high degree of initiative and resourcefulness in directing the operation of the club, able to present a consummately professional image to the staff, membership, and community.
- One who can not only delegate, but one who also follows up as necessary on what is delegated.
- A creative individual with good personal taste who is tactful in dealing with individuals and groups.
- A doer with great drive energy and staying power that, through personal example, encourages other to get things done. Committed. Possessed of a high sense of work ethic.
- Is of the highest personal and professional integrity.

About the Position and Responsibilities

- Implements general policies established by the Board of Governors; directs their administration and execution.
- Plans, develops, and approves specific operational policies, programs, procedures, and methods in concert with general policies.
- Coordinates the development of the HOA's Strategic and Annual Business Plan.
- Develops, maintains, and administers a sound organizational plan, initiates improvements, as necessary.
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and professional development programs.

- Coordinates development of operating and capital budgets according to the budget calendar. Monitors monthly and other financial statements for the HOA. Takes effective corrective action as required.
- Coordinates and serves as ex-officio members of appropriate committees.
- Welcomes new club members. “Meets and greets” all members as practical during their visits to the club.
- Provides advice and recommendations to the President and committees about construction, alterations, maintenance, material, supplies equipment, as it relates to HOA projects and operations.
- Consistently assures that the HOA is operated in accordance with all applicable local, state, and federal laws.
- Oversees the care and maintenance of the club’s physical assets and facilities.
- Coordinates the marketing and membership relations programs to promote the club’s services and facilities to potential and present members.
- Establishes and monitors compliance with purchasing policies and procedure.
- Analyzes financial statements, manages cash flow, and establishes controls to safeguard funds. Reviews income and costs relative to goals. Takes corrective action as necessary.
- Attends meetings of the HOA’s Executive Committee and Board of Governors.
- Responsibilities include:
 - Pump House and Lake Maintenance
 - Perimeter Fencing along Price Street and Collier Boulevard
 - Club responsibility along Tower Road and Barefoot Williams
 - Public Roadways, Sidewalks, Street lighting and Signs
 - The Architectural Review Committee
 - Trash and Recycling Pick Up
 - Cable and Internet Providers
 - 24-Hour Manned Access Control
 - Front Gate House Operations
 - Rear Gate Access
 - Background and Credit Checks for New Residents
 - Issuance of Bar Codes
 - Evening Patrols of the entire Eagle Creek Club & Community
 - Property Management
 - Exterior Maintenance of the Condominium Community
 - Maintenance of all Public Spaces
 - All Residential Landscaping
 - Accounting and Quarterly Association Invoicing to Residents
 - Various Insurances including Fraud, Liabilities, and Injury

Requirements

- A professional career “track record” of achievement and relative employment stability.
- Pronounced people sensitivities, especially as this relates to dealing with staff, club members and suppliers.
- An overriding sense of quality consciousness. This includes most importantly a high quality, courteous efficient staff.

- Proven leadership qualities with the demonstrated ability to direct, coordinate and manage all facets of a full-service HOA.
- Strong communication skills, both in writing and speaking, with the distinct ability to function effectively before a wide variety of groups and forums. Communication with members and personal visibility is a highly important part of the responsibilities.
- A sharp eye for detail in the overall management of the HOA.
- A record of success in the selection, development, training motivation of an accomplished, service-oriented staff.
- A positive, upbeat attitude combined with sense of humor and the ability to work effectively at all levels of organization.
- The ability to teach and coach others.

Competitive Compensation and Benefits

- A base salary and performance bonus.
- Professional dues and expenses subject to the annual budget.
- Standard benefits to include vacation/personal time, health insurance and participation in the club's 401K plan after appropriate probationary periods.

A full background check and potential drug testing will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to contact:

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