

## Property Manager Job Description

1. To ensure that the corporation's common property is properly maintained and repaired, also overseeing whatever contract work is underway or may be contracted.
2. To keep a current schedule of persons' or firms' telephone numbers so that response to emergencies can be given on a twenty four hour basis.
3. To deal with the issues of all unit owners/occupants. The Manager is to act on such complaints with reasonable dispatch and due discretion and will provide the Board with written reports of same.
4. To attend monthly board meetings, special meetings, general meetings. Meetings that exceed two hours in length will be charged at a rate of \$75.00 per hour after the first two hours. One week prior to the Board meetings, the Manager will provide a written, bullet-point report.
5. To administer a fund for administrative expenses for the control, management and administration of the common property. The Manager does not have signing authority, but is to do accounting on these accounts.
6. To keep an accounting on behalf of the Corporation for monies payable/receivable to the Corporation. Arranging for payment of condo fees by all unit owners, and depositing of same into the Corporation's bank account. As well, setting up any automatic debit payments, with the bank for condo fees.
7. To generate cheques from the monies for:
  - Trade accounts incurred
  - Utility and service accounts incurred
  - Insurance premiums
  - Any other sums directed by the Board
8. To administer, at the direction of the board the Capital Replacement Reserve Fund and to advise the board thereon.
9. To open the books to any officer of the board or any person authorized by the Board.

10. To provide the board with statements showing the financial transactions made on behalf of the Corporation, on a monthly basis, i.e.; Monthly Income Statement, Balance Sheet, Bank Statement, and Arrears Report; such reports to be submitted no later than the 21<sup>st</sup> day of the following month.
11. To comply, on behalf of the corporation, with notices or orders by local or public authorities requiring repairs or work to be done in respect of the common property.
12. To keep a current record showing all unit owners and occupants.
13. Prepare annual proposed budget for board approval, with previous year's budget for comparative purposes.
14. Arrange, in a timely manner, for annual financial audit by certified or chartered accountant, through motion of the Board.
15. The Manager may not commit the Corporation to expenditures of more than \$1,000.00 unless required to do so by an emergency, without the prior approval of the Board.