

The Atriums at Eagleridge
On Site Manager (OSM)
Job Description & Responsibilities

General:

A. Maintain the Atriums complex which includes the building and the common areas in the condition described in the Association By laws.

1. Check the common area daily.
2. Be available 24 hours a day (or hire a substitute if not) in case of an emergency as defined in the Association bylaws.
3. Complete all work as described in this document in a timely manner.
4. Securely store keys. Re key and/or make additional keys as needed. Bill individual owners for additional unit keys.
5. Maintain office and storeroom in an organized, clean condition at all times.
6. Use Atrium debit card to make all Atrium materials purchases. Deliver to HOA accountant the debit card receipts at least once a month.
7. Regularly check Atrium's PO Box and deliver any bills to HOA accountant as needed.
8. Accept deliveries at front office.
9. Keep master calendar of Owner/Guests arrival and departures.
10. Prepare individual units for arrivals. Contact and coordinate as requested access to the units for cleaning services and contractors. Coordinate with outside management companies for nightly rentals as requested by the individual unit owner.

B. Walk through all units on a regular basis when not occupied:

1. Summer:
Every three days
If contract work is being done, walk through at end of each day to insure that unit is properly locked up for the night.
2. Winter:
Every other day
If contract work is being done or the temperature drops below 10 degrees, walk through at the end of each day to be sure that the unit is properly locked up and there are no temperature related issues

Specific Maintenance Responsibilities

A. Garage, Courtyards, Driveways and Common areas:

1. Wash and sweep on a regular basis.
2. Maintain central heating system.
3. Clear snow outside front gate, steps leading up to courtyard, and any steps not heated within courtyard.
4. Repaint or hire a painter to paint the steps leading up to and in courtyard every spring.
5. Keep courtyard free of leaves and related debris.
6. Keep drains clear in courtyard and garage.
7. Maintain sod lawn areas by mowing and fertilizing on a regular basis.
8. Allow landscape company access to exterior and interior courtyard for routine care of landscaping and irrigation. Irrigation needs will be determined and adjusted as needed exclusively by the landscape company.
9. Set times for common area outside lights and replace lights as needed.
10. Coordinate regular elevator, security system and fire protection inspections

B. Repairs

1. General repairs, plumbing, electrical work to the extent of expertise and availability.
2. Select reputable, licensed and competent contractor based on availability and cost to complete work to common areas.
3. Obtain at least two bids for all outside contract work exceeding \$1,000 except in case of emergencies as defined in by laws and forward to HOA president and treasurer for prior approval.
4. Obtain unit owner approval for any repair or maintenance over \$500 prior to work being done.

Additional Services to Owners

1. Provide in unit services such as home repair, installations, minor construction, electrical, etc. to all owners.
2. Transportation to and from airports.
3. Work with owner to select reputable contractors.

(All these services are coordinated and billed by the OSM directly to the individual owners.)