

**Exhibit A**  
**Enclave On-Site Property Manager**  
**Job Description**

**Position**

Manager will live on-site at The Enclave of Keystone working in a full-time position. Manager will oversee grounds and clubhouse for 43 unit residential property in Keystone, Colorado.

**Job Duties**

- Clean clubhouse interior, trash disposal, replenish paper products daily
- Clean and maintain pool and hot tub, balance chemicals, inspect/repair pool equipment
- Clean and maintain fitness equipment, billiards, and ping pong table equipment
- Provide lawn services to grounds including mowing, edging, and shrub trimming
- Apply lawn chemicals, fertilizer, weed control to grounds
- Inspect and maintain irrigation system to include blow out of irrigation system before winter, proper lawn coverage and minor repair to lines and heads
- Monitor grounds to maintain exterior lighting, repair/replacing when needed
- Maintain two entry signs with lighting, keep shrubs trimmed, and plant seasonal flowers
- Install holiday lighting to clubhouse entry
- Supervise snow removal service and shovel stairways of units
- Assist with projects as they are needed ex. minor exterior carpentry or painting

**Managerial Responsibilities**

- Obtain bids for contracts and oversee 3rd party vendors as necessary
- Approve and submit vendor invoices to Management Company
- Inspect building exteriors to determine need for wood replacement, painting, stucco repair, roof repair and other maintenance needs
- Enforce occupancy limits, clubhouse hours, and parking compliance. Report any noncompliance with a request for compliance to the Board
- Provide direct supervision and instruction to any part-time Maintenance Assistant for lawn maintenance or snow removal

- Inspect and maintain all power tools, lawn equipment, and snow removal equipment to ensure operational utilization
- Provide a Manager's Report at H.O.A. meeting of bids obtained, repairs and maintenance completed, and assessment of current needs to maintain property
- Communicate effectively and in a timely manner with Board of Directors concerning conditions of property guests
  
- Promptly investigate emergencies and accidents and make a report as to all accidents or damages near units, Limited Common Elements, and Common Elements. A report shall also be made as to any accidents, claims or damages arising out of the management, operation or maintenance functions of the Employee. Such reports shall include dates, names of parties involved, time of day accident occurred and all other relevant facts relating to the accident. Such report shall, upon request, be made in full compliance with insurance company requirements. A summary of such report shall be presented to the next Board of Directors meeting or sooner if needed.

### **Supervisor for Manager**

——The direction of duties of this employee will be made by the H.O.A. Board of Directors of The Enclave. All supervision of this employee will be given by the current Board of Directors, not owners or guests of the residential units. The employee will not be responsible for any inspections, maintenance or duties related to the interior of the condominium units.