

## Property Manager

### Hillsmere Shores Improvement Association (HSIA)

The Board of Directors (“Board”) of HSIA is recruiting for the position of Property Manager. This individual is key to the operation of various community activities as described below. This is a part-time, hourly, 1099 position and reports to the Board. It is anticipated that this be 15-20 hours per week depending on the season and other demands.

#### Job Description

The successful candidate will be knowledgeable of all Hillsmere Covenants, Rules & Regulations and Bylaws. It is very important that this individual understand these key elements of our governing processes.

One of the goals and responsibilities of the Board is to ensure that Hillsmere is a well-maintained community and that continuous enhancements are made. The Property Manager will be a key player in executing the associated goals.

#### **Communication**

The Property Manager will routinely interface with various members of the Board including officers, committee chairs and our HSIA Administrator and HSIA Webmaster/Newsletter editor.

The Property Manager will attend monthly HSIA Board meetings and will report on the status of existing and newly established projects. It is expected that the Property Manager will routinely meet with HSIA Directors (Committee Chairs) each month to understand and support the needs of each Committee.

The Property Manager will establish a communication forum with the neighborhood community by authoring a monthly segment for the *Sea Breeze* newsletter. In addition, the Property Manager will be responsible for communication through the assigned HSIA email address.

## **Contracts**

As a key member of the HSIA management team, the successful candidate will lead the coordination of existing maintenance contracts, establish new contracts based on Board defined objectives and oversee miscellaneous property management initiatives. This will require a thorough understanding of the existing contracts and what the specific deliverables are. Further, the Property Manager will ensure compliance with defined requirements. For contracts management & negotiation activities, the Property Manager, with oversight provided by the responsible HSIA Committee Chair, will assist in the procurement of select ongoing service contracts by:

- Identifying the scope of work
- Drafting requests for proposals
- Soliciting bids/proposals
- Evaluating bids/proposals/qualifications
- Making award recommendations
- Managing the selected contractors

### ***Existing Contracts include:***

- Pool Maintenance contract
- Security Services
- Grounds Maintenance
- Rain garden maintenance
- Stormwater BMP Maintenance
- Pet Waste Services
- Beach Trash Removal Services

### ***Special Project Management and Construction may include:***

HSIA periodically has special, one-time projects to be constructed. Past examples include reconstruction of a boat ramp, and the installation of boat lifts. Anticipated projects include replacement of a kayak dock, renovation of the community house, and replacement of playground equipment. The Property Manager will assist in the management and construction of Special Projects by:

- Provide input to architects, engineers and contractors on project design.
- Ensuring that necessary permits are secured
- Drafting requests for proposals/bids
- Soliciting proposals/bids
- Managing the selected contractors

- Examples of services may include arborist services, carpentry, concrete repair, storm debris cleanup and removal, electrical/ marine electrical, HVAC, landscaping, locksmiths, marine construction, painting, parking lot repair, plumbing, power washing, roofing, signage, tree service, trash removal, welding

## **Neighborhood Monitoring**

The Property Manager will continuously monitor our neighborhood for deviations and irregularities to current HSIA Guidelines, Rules & Regulations. This will include monitoring of approved building permits and reporting of any non-approved building activities.

## Qualifications/Experience Required

The ideal candidate will have a proven record of success in managing a community property. He/she will have proven experience in successfully working in the property management environment, working closely with the various individuals that support the community.

- Has demonstrated leadership skills and can work effectively with all of the individuals on the Board and contracted individuals.
- Assists the HSIA team in meeting established goals.
- A bachelor's degree is preferred.
- Significant related previous experience (10+ years preferred) working in a Property Manager position.
- Significant related previous experience (10+ years preferred) in working effectively with many constituents, projects and governing organizations.
- Must have effective oral and written communications skills coupled with the ability to establish and maintain productive customer networks

## Work Location

The successful candidate will have an office at the Hillsmere Community House, located at 119 Great Lakes Drive, Annapolis, Maryland.

## References

Interested applicants shall provide 3 business references upon request.

## Community Background

Hillsmere Shores is a waterfront community on the Annapolis Neck peninsula, located 3 miles southwest of historic downtown Annapolis, in Anne Arundel County, Maryland. See: [www.hillsmershores.org](http://www.hillsmershores.org). A gentleman's farm in the early 1900's, Hillsmere Farm was purchased by the Smith Brothers and developed between 1952-59. Situated between Duvall Creek and Quiet Waters Park, Hillsmere Shores is a quiet, single-access road waterfront community with approximately 1,200 homes. Hillsmere Shores is within walking distance to Quiet Waters Park, the Eastport-Annapolis library branch, Hillsmere Elementary School, PAL Park and the Bay Ridge Plaza shopping center. A major presence in Hillsmere Shores is the Key School, a private, progressive pre-k through grade 12 school founded in 1958, providing innovative academics on a 15-acre campus. See: [www.keyschool.org](http://www.keyschool.org).

Hillsmere Shores Improvement Association (not a Homeowners Association) was formed on August 17, 1956 and is incorporated according to the laws of the State of Maryland. On July 9, 1965, the developer, Hillsmere Estates, Inc., deeded the community properties to HSIA.

Hillsmere Shores is a Special Community Benefit District ("SCBD"), a geographic area in which the residents have decided to tax themselves to pay the cost of certain designated purposes. See: <https://hillsmershores.org/by-laws-charter/>. The tax is administered by the County in the same manner as the County real property tax. The County collects the annual assessment (currently \$249/per lot), from every lot owner and remits it over to the HSIA to be used for enumerated community purposes. HSIA reports annually on the spending of the tax money to the County.

Membership in HSIA is achieved through the annual payment of voluntary dues (currently \$25), which along with payment of certain amenity fee(s), gives residents access to those additional amenities, and gives each household one (1) voting right in the Association.

Residents of Hillsmere Shores enjoy a Community Beach with waterfront pavilions, multiple playgrounds, a waterfront peninsula (the "Sand Spit"), a kayak dock, a small community house (currently used only for storage) and open fields surrounding the Community Pool. The additional fee-based amenities available to HSIA members include a Community Pool, a private 123-slip Marina with direct access to Duvall Creek and the South River, two Boat Ramps, 114 kayak racks, and

a boat storage lot. A more complete description of Hillsmere Shores community property and amenities may be found under various pull-down menu tabs on the website: [www.hillsmereshores.org](http://www.hillsmereshores.org).

The Board of Directors consisting of four officers and seven directors is the governing authority of HSIA. The officers and directors are elected in alternating years and serve two-year terms. HSIA utilizes the services of three paid independent contractors in the roles of Administrator, Accountant, and Webmaster/Newsletter editor.