

## **Paradise Cove Property Owners Association Property Manager Job Description**

The Paradise Cove Property Manager will handle general management duties of the Association, working under the direction of the Paradise Cove Board of Directors.

The duties below outline the job description of the Paradise Cove Property Owners Association Property Manager position. While not all encompassing, the responsibilities listed below are indicative of the actions required to fulfill the duties of this part-time contractor position.

**Job type:** Contract

**Location:** Paradise Cove Subdivision, 141 Oleander Drive, Laguna Vista, TX, 78578

**Hours:** Approximately 10 hours per week. This will include 3 hours of scheduled office hours in the Paradise Cove office. The remainder of the hours can be performed off-site or throughout the community.

**To Apply:** Send a cover letter and resume to: [presidentparadisecovelv@gmail.com](mailto:presidentparadisecovelv@gmail.com). Application deadline is March 20, 2026 at 5 pm.

### **Responsibilities**

- ❖ Monitor subdivision common area facilities and landscaped areas at least weekly to ensure all equipment and facilities remain in working order and are presentable in appearance. Perform an inspection of property owners' compliance with community rules, as outlined in the Declaration of Covenants, Conditions & Restrictions (CCRs). Communicate any deficiencies with the appropriate board member if action or maintenance is needed.
- ❖ Coordinate with contractors that conduct recurring maintenance for scheduling and ensuring work is performed as scheduled. This includes, but is not limited to, mowing, trimming, pool service, and pest control.
- ❖ Receive calls from owners on the Paradise Cove cellular telephone outside of scheduled office hours to resolve subdivision common area issues and convey complaints or issues to the board in a timely manner.
- ❖ Regularly check the Paradise Cove Management email and respond to owners' requests or forward to the appropriate person on the board of directors in no more than 48 hours after receipt of email.
- ❖ Send community wide email notifications and notifications on the Paradise Cove Community WhatsApp to owners, as directed by the board of directors. Monitor the WhatsApp chat for compliance with chat rules.
- ❖ Send out notices via certified mail of restriction violations or delinquent accounts to homeowners as directed by the board of directors.
- ❖ Pay bills and coordinate with vendors for payment in a timely manner.
- ❖ Print and file invoices from vendors with receipt of payment in vendor folders.
- ❖ Be able to use QuickBooks Online to write checks to vendors and enter expenses.
- ❖ Maintain vendor files to include W9 forms and contractor packets.
- ❖ Check the Paradise Cove mailbox and drop box at least weekly.

- ❖ Maintain a current roster of all owners with up-to-date contact information including mailing addresses, phones, and emails.
- ❖ Coordinate with the janitor to purchase cleaning supplies and paper towels for the clubhouse.
- ❖ Sell gate fobs to owners and reorder fobs as needed. Record payment in QuickBooks.
- ❖ Make deposits as needed.
- ❖ Monitor the clubhouse reservation/use calendar and upload schedule to website. Includes ensuring a PCPOA Indemnity-Hold Harmless Agreement is completed, and the clubhouse reservation fee and clubhouse deposit are collected. Perform a check of the clubhouse immediately prior to and after an event.
- ❖ Update the gate codes as directed by the board of directors. Maintain a list of vendors, realtors, water district, and other such persons who require access to the subdivision and keep them current with access codes/number. Take calls from persons requesting access to the subdivision including delivery, contractors, etc. who do not have the security gate code or forget it.
- ❖ Provide new owners with a welcome packet that includes: 2 gate fobs, 2 mailbox keys, gate and gym codes, a tour of the common areas, and a copy of the CCRs. This includes providing blank mailbox keys to current owners who lose one or both keys.
- ❖ Be able to use the a/c app, security system app, and gym lock app to regulate temperatures, monitor community wide activity as needed, and monitor gym activity.
- ❖ Coordinate builders' requests or homeowners requests with architectural board.
- ❖ Collect the construction deposit for new builds and coordinate with the architectural committee when it is time to reimburse the builder.
- ❖ Create Resale Certificates and collect monies due from homeowners at their closing.
- ❖ Write a quarterly newsletter for owners with input from the board of directors and committee members.

### **Preferred Qualifications**

- ❖ High School Diploma
- ❖ Have a vehicle and a driver's license
- ❖ Live within 15 miles of Laguna Vista
- ❖ General maintenance experience or a basic knowledge of electrical and irrigation systems is preferred
- ❖ Ability to establish and maintain effective working relationships with property owners and other contract personnel.
- ❖ Availability on evenings, weekends and holidays for phone calls from homeowners or for quarterly board meetings.