

HAMILTON COVE HOMEOWNERS ASSOCIATION

JOB DESCRIPTIONS

Adopted by the Board in Executive Session, October 22, 2007

MATTERS RESERVED TO THE BOARD OF DIRECTORS AND OFFICERS

The following matters are reserved to the Board of Directors and the Officers:

Legal

Accounting and tax returns

Approving employee compensation

Establishing vacation and sick time policy

Determinations of what is a Homeowner responsibility and what is an Association responsibility

Interpreting the CC&Rs and the Bylaws

Contracts

Banking relations

Procuring insurance

Insurance Claims

Governmental relations

Reserve studies

Approving expenditures from the Reserve Fund

New development

Amendment and Enforcement of the Rules and Regulations

Elections

Board Meetings

Member Meetings

Employment of the General Manager, the Facilities Manager and the Supervisors

Matters reserved by the Board or President from time to time to be handled by the Directors or Officers

GENERAL MANAGER

The General Manager shall answer to the President and shall be in charge of all matters at Hamilton Cove not reserved to the Directors and Officers.

The Facilities Manager and the Security Supervisor will answer to the General Manager. The General Manager shall be responsible for all matters normally handled by a Human Resources department.

The General Manager shall assure that all complaints and requests from Homeowners are duly recorded and forwarded to the directors and officers. If the complaint or request does not involve a matter reserved for the directors or officers, the General Manager will assure that the complaint or request is promptly handled, if reasonably possible. Any improper complaint or request and any material problem

encountered while responding to a proper complaint or request shall be promptly brought to the attention of the President and the Directors.

The General Manager shall insure that the Security Guards complete a daily Incident Report including a record of units occupied during the day. The General Manager will assure that the Security Guards are complying with the Security Guard Guidelines. In particular, the General Manager shall assure that the Security Guards are recording all potential rule violations observed by them and all potential rule violations brought to their attention by a Homeowner or other person.

The General Manager will assure that Short Term Renters and guests without the Homeowner present are admitted to Hamilton Cove only when the Security Guards have received proper documentation.

The General Manager will adhere to and comply with all policies and procedures established by the Board of Directors. The General Manager shall bring to the attention of the Board of Directors all matters which he or she believes require attention by the Board.

To the extent reasonably possible, the General Manager shall keep the Security Guard at the gate during regular business hours advised of his or her whereabouts so that he or she may be contacted, if necessary, to respond to a developing problem. When not on duty at Hamilton Cove, the General Manager shall reasonably keep the Security Guard at the gate advised of how he or she may be contacted in the event of an emergency. It is the responsibility of the General Manager to establish reasonable guidelines as to circumstances in which he or she is to be contacted when not on duty at Hamilton Cove.

The General Manager shall not become involved in any Association election or support any candidate seeking election to the Board of Directors. The General Manager shall not become involved in disputes between Homeowners and shall advise the President of any such disputes.

The General Manager is a working manager and shall maintain the Association Office during the hours approved from time to time by the President or the Board of Directors.

The General Manager shall do the day-to-day bookkeeping of the Association as directed by the President, the Treasurer and the Association's outside accountant. The General Manager shall issue monthly statements to the Homeowners and process and deposit all payments received from Homeowners.

From time to time, the General Manager shall prepare a list of checks to be issued and submit it to the President or Treasurer for approval. Only after the list has been approved, as provided, will checks be issued.

The General Manager will maintain the files and records of the Association. The General Manager will maintain a record of all complaints or material requests from Homeowners as well as any report of a potential rule violation by anyone. The General Manager will timely communicate any such record to the Board of Directors.

FACILITIES MANAGER

The Facilities Manager shall answer to the General Manager and shall be in charge of all facilities and systems at Hamilton Cove.

The following supervisors will answer to the Facilities Manager:

Maintenance Supervisor
Painting Supervisor
Landscape Supervisor

The Facilities Manager is responsible for the maintenance and upkeep of all facilities and systems at Hamilton Cove and for the operation of all facilities and systems at Hamilton Cove in accordance with applicable laws, rules and regulations.

The Facilities Manager will routinely inspect all of the facilities and systems at Hamilton Cove including areas under the buildings in order to assure that the buildings remain structurally sound and all roofs of buildings. The Facilities Manager will make recommendations to the President and Board with regard to all repairs and maintenance required by the facilities and systems.

The Facilities Manager will be on call to respond to emergencies regarding the facilities at Hamilton Cove. The Facilities Manager is a working supervisor and will assist physically when needed particularly during emergency situations.

The Facilities Manager shall assure that all maintenance, painting and landscaping employees are qualified to perform their assigned tasks; that such employees are present for work at the designated times; that hourly employees correctly record their time; and that the assigned work is correctly performed. The Facilities Manager shall assure that all guidelines for such employees established by the Board of Directors are followed.

The Facilities Manager shall obtain approval from the General Manager and President or, if appropriate, from the Board for all non-routine purchases. The Facilities Manager shall obtain approval from the General Manager for all routine purchase orders with regard to maintenance, painting and landscaping, assure that all such items purchased have been received and approve all such invoices for items purchased before they are paid.

The Facilities Manager will coordinate all matters regarding the facilities with the General Manager.

To the extent reasonably possible, the Facilities Manager shall keep the Security Guard at the gate or the General Manager during regular business hours advised of his whereabouts so that he may be contacted, if necessary, to respond to a developing problem. When not on duty at Hamilton Cove, the Facilities Manager shall reasonably keep the Security Guard at the gate advised of how he may be contacted in the event of an emergency. It is the responsibility of the Facilities Manager to establish reasonable guidelines as to circumstances in which he is to be contacted when not on duty at Hamilton Cove.

MAINTENANCE SUPERVISOR

The Maintenance Supervisor reports to the Facilities Manager. The Maintenance Supervisor is a working supervisor.

The Maintenance Supervisor will train supervise, coordinate, and work with workers engaged in maintaining and repairing the physical structures, mechanical equipment and utility systems at Hamilton Cove.

The Maintenance Supervisor will make certain that all persons working under his supervision work in a safe manner and correctly record their hours worked

PAINTING SUPERVISOR

The Painting Supervisor answers to the Facilities Manager. The Painting Supervisor is a working supervisor.

The Painting Supervisor will train, supervise, coordinate, and work with the workers engaged in applying decorative and protective coats of paint, varnish, stain, enamel, or lacquer to exterior or common area interior surfaces, trimming, and fixtures of buildings or other structures at Hamilton Cove.

The Painting Supervisor will make certain that all persons working under his supervision work in a safe manner and correctly record their hours worked

LANDSCAPING SUPERVISOR

The Landscape Supervisor answers to the General Manager. The Landscaping Supervisor is a working supervisor.

The Landscape Supervisor will train, supervise, coordinate, and work with the workers engaged in maintaining the landscape, irrigation system, and landscape lighting. The Landscape Supervisor will also supervise, coordinate, and work with the workers engaged in trash removal.

The Landscape Supervisor will make certain that all persons working under his supervision work in a safe manner and correctly record their hours worked

SECURITY SUPERVISOR

The Security Supervisor answers to the General Manager. The Security Supervisor is a working supervisor.

The Security Supervisor will train, supervise, coordinate and work with the security guards engaged in securing the safety of all persons on the premises at Hamilton Cove and protecting all property at Hamilton Cove. The Security Supervisor will insure that all security guards are dressed as provided in the Security Guard Guidelines, are familiar with the guidelines, and perform their work in accordance with the Guidelines.

The Security Supervisor will make certain that all persons working under his supervision work in a safe manner and correctly record their hours worked