



Thoroughbred Management

The Single Family Home HOA Specialist

Community Association Manager Henderson, NV

Thoroughbred Management is a family owned Las Vegas Valley based Homeowner Association (HOA) Management Company who has proudly served its clients for over 24 years. We take pride in being a controlled growth company that specializes in single family home HOAs and only brings on new clients when we are prepared to successfully grow.

Thoroughbred Management has over 26 years of experience in association Management and service on Association Board of Directors. This experience provides a management concept that offers a view from both the board member and the professionally trained manager.

A primary goal of Thoroughbred Management is to assist in improving your community by developing a team concept with established roles in a personable and professional manner. We are looking for a stellar Community Association Manager to join our team. If you are ready to work for a company that values its employees, this is a great opportunity for you

Essential Duties and Responsibilities:

The primary responsibility of the Community Association Manager is to advise, educate and assist the Board of Directors in the daily management and operations of Homeowners Associations business.

Job duties include, but are not limited to:

- Manage the day-to-day operations of community association to which the manager is assigned, according to all applicable laws and governing documents.
- Thorough knowledge of the Association's governing documents (CC&Rs, Bylaws, Articles of Incorporation, Rules and Regulations) and advises the Board on applicable policies and guidelines on matters that are being considered or discussed.
- Ensures that the Association is compliant with all Federal, State and Local rules and regulations and their governing documents.
- Schedule Board of Directors meetings; prepare and distribute meeting notices to homeowners.
- Attend regularly scheduled Board meetings, including preparation and distribution of Board meeting materials and minutes.
- Financial management, including fiscal budget preparation and oversight, invoice approval, and financial reports as requested by the Board.
- With the support of the Accounting Department, ensure that assessments, fees and fines are billed timely and correctly. Work with Association Board, Association attorney and/or collection agent to ensure that collections proceed per Board adopted policy.
- Perform routine property inspections to ensure standards set forth in the governing documents are being observed and report any discrepancies to the Board of Directors.
- Have a thorough knowledge of the Associations responsibilities towards maintenance of common areas, neighborhood common areas, property lines, and landscaping easements.
- Daily interaction with community residents and Board members in a professional manner.



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- Respond timely to inquiries from Board members and residents and follow-through for client satisfaction.
- Ability to meet and negotiate with outside contractors and vendors for the needs of the community. At the direction of the Board of Directors, obtain bids, evaluate proposals and make recommendations to the Board for work being contracted to an outside source. Oversee work being performed to ensure satisfactory completion in accordance with the terms of the contract.
- Share in Emergency On Call rotation

Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential duties and responsibilities of this position:

- Must be professional in both appearance and character.
- Commitment to the highest level of customer service.
- Good decision making abilities.
- Excellent verbal and written communication skills.
- Detail oriented.
- Excellent time management and follow-through skills.
- Ability to handle many tasks simultaneously with the ability to work effectively under time constraints and deadlines.
- Works well independently and has ability to multi-task projects
- Must have a team oriented attitude
- Enjoys working in a fast-paced environment
- Bilingual—fluent in both English and Spanish a plus, but not required.

Minimum Qualifications:

- Minimum 1 year experience with Homeowner Association Management
- Must have knowledge of the principles and practices of a community association.
- Minimum 1 year of customer service and/or office experience
- Computer proficiency in MS Office--Word, Excel and Outlook
- Working knowledge of VMS--Village Management Software (or similar) a plus

Licenses:

- Candidate is required to possess Community Manager Certificate from NRED

SALARY:

DOE with benefits eligibility

BENEFITS:

Medical/Vision/Dental, 401K with Company Match, PTO

Please submit your resume and salary requirements to Kerri Robertson at kerrir@tmilv.com

Principals only. Recruiters please don't contact this job poster. Do not contact us with unsolicited services or offers