

ADMINISTRATOR JOB DESCRIPTION DUTIES

1- Maintenance Fees:

Collect maintenance fees and other special fees (i.e. garages, TV, etc.), issue receipts for same and deposit in the bank on a timely basis

- Maintain bank accounts and various contingency and trust accounts, as directed by the Board
- Maintain an electronic ledger indicating monies paid and owing for each owner
- Send out notices of arrears, as required
- Access and collect penalties for late payment
- Advise the Board (Treasurer) of any overdue collection problems
- Forward a monthly report to the accountant showing all monies received and deposited
- Add newly constructed buildings/garages to the system as units are delivered or become occupied

2- Payment of Invoices:

Pay all invoices (Facturas) on a weekly basis or as required within 30 days

- Prepare checks and sign same; complete check stubs and record check number on the invoice; forward a monthly batch of original invoices to the accountant; make a copy of each invoice for the office file
- Obtain a second signature of a Board member on all checks drawn on our peso operating account
- Obtain the signature of two Board members on all checks drawn on our Contingency/Insurance Reserve account, Legacy account and peso receiving account
- Maintain a petty cash fund with a maximum amount of \$4,000.00 pesos; replenish the fund as required; ensure that receipts accompany each replenishment; the maximum amount for a petty cash payment is \$1,000.00 pesos
- Reconcile the developer's share of water and electrical bills and obtain payment from the developer
- Maintain a system to ensure that the water and electric bills are paid on time

3- Budget:

Assist the Treasurer in the preparation of the Annual Budget Plan

- Ensure that the accountant receives a copy of the signed-off Budget Plan
- Monitor expenditures against the approved Budget Plan on a monthly basis and provide explanations to the Treasurer on significant overages and/or discrepancies
- Ensure that discretionary expenditures are curtailed if it appears that we are incurring a deficit
- Forward quarterly financial statements from the accountant to the Board on a timely basis
- Review all contracts and from time to time obtain additional quotes to ensure that we are receiving good value for monies spent

4- Maintenance of Water System:

Set up a schedule for the maintenance, service and cleaning of all roof top pillas (tanks, pumps and piping) and ensure that work is completed as required

- Set up a schedule for the maintenance service and cleaning of all cisterns (tanks, pumps and piping) and ensure that work is completed as required
- Ensure that common property water lines, meters, hose bibs, etc. are properly maintained
- Request the delivery of trucked water when required

5- Pools and Hot Tubs:

Monitor the cleaning and filter maintenance of all pools and hot tubs

- Ensure that all pumps and heaters are serviced and maintained, as required
- Set up a schedule for the maintenance, service and cleaning of solar panel installations and ensure that the work is completed, as required
- Monitor and maintain all electrical timing devices, switches, valves, etc.

6- Common Property Cleaning:

Ensure that all pool decks are swept and washed and that all tables, chairs, and waste receptacles are cleaned

- Sweep and wash, as required, all entranceways, stairwells, landings and side walks; clean handrails
- Ensure garbage bin areas are kept in a clean and sanitary condition

7- Preventive Maintenance:

Ensure the cost effective implementation of the approved Preventive Maintenance Plan

8- Bank Accounts:

Maintain all Association bank accounts by ensuring proper signatories, reconciling all bank statements and by transferring funds from the USD operating account to the pesos operating account on a monthly basis

9- Annual General Meeting:

Ensure that the notice is published in the newspaper a minimum of 30 days before the annual homeowners regime meeting

- Assist with the preparation of the meeting agenda and the call to the membership for motions
- Book a meeting room and assist with the arrangements for the meeting including seating, refreshments and recording secretary for the minutes
- Circulate approved minutes to all homeowners
- Translate the minutes from English to Spanish
- Ensure that the Spanish version of the minutes are legalized and filed with the appropriate authorities, as required by Mexican law
- Maintain records for each annual meeting

10- Homeowners:

Deal with homeowners association concerns in a courteous and professional manner

- Handle the homeowner preparation of Action Request Forms, complete action or forward to the Board as the situation dictates

- Ensure that the Maintenance Supervisor is contacted for any emergency repair requirements
- Complete a daily "walk about" through the complex and deal with any visual concerns
- Direct all construction issues and concerns to the developer's office
- Maintain an updated homeowners list with current email, addresses and phone numbers. Update each January 1st
- Ensure that Homeowners are billed for any Association incurred costs associated with satellite, television or telephone hook-up

11- Gardens and Landscape:

Ensure that all grass areas are mowed, trimmed, edged, raked and watered on a regular basis

- Ensure that cactus/desert gardens are edged, raked and watered, as required
- Ensure that all trees and shrubs are watered and pruned, as required
- Ensure the removal and replacement of all dead plants, cuttings and debris from planted area
- Ensure that the property is maintained in a neat and tidy manner at all times

12- Other Contracts:

Ensure that the pool cleaning, garbage collection, cleaning and fumigation contracts are delivered appropriately and cost effectively

13- Security:

Recommend to the Board any measures that may increase the security of private and common properties within Phase II grounds

- Implement security measures approved by the Board
- Change the entry code on the main entrance gate on a monthly basis
- Ensure that any holes in the perimeter fencing is immediately repaired
- Report any security incidents to the Board in the monthly report.

14- Other Related Duties:

Complete other duties as may be assigned by the Board from time to time

- Ensure that propane tanks are filled, as required
- Submit a monthly status report to the Board describing accomplishments, issues and problems
- Advise homeowners to shut off water when leaving for a long term vacancy; shut off water when left on
- Maintain all of the documents that are legally required by Regime Regulations and Municipal Regulations
- Maintain a ledger/spreadsheet of revenues received and expenditures made on behalf of all garage owners
- Consult with Board members and Phase II volunteers on issues and special projects
- Attend board meetings as time and schedule permits