

BPBA ASSOCIATION MANAGER RESPONSIBILITIES

- Researches bids and acquires contracts for all outside contractors (beach cleaning, water equipment, tennis courts, police, etc). Solicits and reviews bids and contract proposals for needed services and materials for presentation to the Board for review and approval.
- Provides input to Treasurer for preparation of the Annual Budget
- Oversees the operation and maintenance of all common property of the Association including arranging for repair, restoration, and/or replacement as required with approval of BOG
- Schedules use of the Clubhouse by Association organizations as well as Clubhouse rental to private parties presenting required insurance
- Assists members in determining the appropriate agency of the Association to handle specific concerns, e.g., BOG, recreation, zoning, zoning appeals, etc
- Assists members in the understanding of the rules and regulations of the Association and enforces compliance with such rules and regulations, including parking warnings, tickets, and logging in parking violations on Excel spreadsheet weekly.
- Assists with the 4th of July picnic and parade
- Supervises summer security, schedules & monitors coverage, and maintains records/ time sheets.
- Makes sure all steps and ramps to beaches are swept on a daily basis
- Holds a weekly meeting with and provides incident log to BOG Chair to review any issues, including parking violations
- Personally patrols every beach every day to ensure cleanliness and safety of waterfront. Maintains a presence on the beach daily, with one weekday off, and every weekend from July 4 to Labor Day, weather permitting, from 11-5.
- Coordinate with BOG for any special event staffing
- Attends all BOG meetings
- Is responsible for routine tasks such as open/close tennis courts daily, putting out/ bringing in clubhouse garbage weekly, and lowering flag on half-mast days.
- Makes logbook available to police on weekends and shares record of patrols with Board.
- May be asked by the Board to assist in other tasks throughout the season.

