

Hideaway Bay Beach Club Condominium Association 8-2-17

Caretaker Responsibilities [circa 2002] + revisions

The Hideaway Bay (HB) Caretaker's general responsibility is to ensure a safe, well-maintained HB environment. The Caretaker and other HB employees that report to him/her are required to act in a responsible manner with high integrity. They must be self-motivated, work with little supervision, be friendly, courteous, and demonstrate good communication skills at all times to HB occupants and co-workers. The Caretaker must be able to work outdoors in a hot environment, handle multiple tasks, and work long hours if needed and have general organizational skills. The Caretaker should be able to work flexible hours, which include weekends and holidays.

A requirement of this position is a valid US Coast Guard (USCG) Captain's license for operation of the ferry.

The Caretaker is to keep a record of and report all repairs, maintenance and upkeep performed, to the Management Company. The Caretaker reports directly to the HB Management Company. All other HB employees report directly to the caretaker.

With the support of the HB employees and the Management Company the Caretaker is responsible for all of the following listed below. If the caretaker or other HB employees do not have the ability or time to perform the task listed, they must gain approval from the Management Company to hire a sub-contractor (sub). The Caretaker shall address issues / or perform other duties as assigned by the Management Company through the direction of the board.

Registration

Ensure that all renters submit their rental agreements before leaving the mainland. Make sure all boats at the owner's docks are registered and in the proper slips.

Common Grounds

Maintain the landscaping of both the mainland and island HB property. This includes all lawns, beds, trees and shrubs. Ongoing beautification of the grounds is critical to the satisfaction of the occupants of HB. Daily review of all grounds looking for fallen vegetation to insure safety. Beach front dunes need to be trimmed at least twice a year.

Water new plantings as needed. With management Company's approval, hire a sub to trim out of reach palm trees. This should be done no more than twice a year.

Fill wildlife diggings and holes that pose a hazard to walkers at night.

Docks

Ongoing inspection of docks and boardwalks. Look for raised nails, loose/unsafe boards, nonfunctional lights and broken/leaking water hoses. Replace/repair dock boat cleats as needed. Hose off and/or lawn

blow debris as needed. Clean large bird droppings, excessive sand, storm debris and other items an occupant could slip on.

Cart Paths

Fill holes, dips, bumps and trenches as needed. Maintain by grading BI-monthly or more often if needed.

Ponds

Trim vegetation around ponds as needed. Look for and correct any abnormalities in water. Maintain fountains- they should be functional with correct height and timers set for daytime function only. Timers must be kept current to coincide with time changes and power outages.

Beach Area

Periodically inspect beach area including boardwalk, gazebo, dunes, and the beach itself. The areas should be clean and well maintained as stated above in Dock Section.

Buildings

Monthly, conduct a thorough inspection of each building looking for defects in walls, roofs, cart port/storage area, ceilings, stilts, cross-beams, screens, stairwells, and the like. React as needed or communicate to owner if issue is not the HB association responsibility. Items that are critical that could not be corrected by a HB employee should be reported to the Management Company. The conditions of all the buildings should be part of the monthly report at the Board Meeting.

Lighting on and around buildings must be replaced quickly if needed. Timers must be current to coincide with time changes and power outages.

Pool Area

Inspect pool daily and clean accordingly to include brushing, vacuuming and skimming. Maintain the equipment to complete. Clean tile scum line often as needed. Maintain proper levels of chemicals and purchase as needed. Test water daily for safe levels of chemicals as needed. During cool months, keep water temperature comfortable using solar blanket and heater. Maintain and repair furniture as needed. Clean and organize daily. Detail and clean furniture including mildew as needed. Clean bathrooms daily. Maintain proper paper levels. Hose down/blow deck daily. Umbrellas should be opened and closed daily as sun goes up and down or during heavy winds.

HB Association Boats

The Caretaker must assure that USCG regulations are followed at all times and that all documentation and licenses required for operation of the ferry are current and meet USCG, state, and local standards.

This includes working with the USCG on scheduling inspections and initiating repairs to the ferry while minimizing downtime impact to our Hideaway residents. Water safety is a priority.

HB boats shall not be used for personal boating. The boats shall not be operated under the influence of alcohol or any illegal substance. Coordinate and schedule boat and motor maintenance as required. Minor boat maintenance shall be performed as needed and shall meet any and all warranty requirements and all state, local, and USCG standards. In a safe manner, maintain the proper amount of gas for boats and all HB equipment. The Management Company shall help plan this process. Adhere to the Ferry schedule at all times.

Caretaker Building and Residence

Maintain with the same high standards as the rest of HB property. Conference Room, Garage, tool area, and Captain's Office shall be organized and clean at all times.

Grills, Smoker, and Picnic Areas

Clean grills weekly. Remove coal residue, power wash/hose down areas as needed. Maintain picnic concrete pads as needed. Maintain the mechanics of the smoker and grill cable system, and lubricate as needed.

Board Meeting

Report monthly at Board meeting. The report should include the general state of the property, open issues, and use this job description as the agenda during probation period.

Occupant Support

Assist Occupants anytime in an emergency. Encourage occupants to use work order process when bringing up their repair request. Work order box should be reviewed daily. Any work order not able to be completed should be communicated to the homeowner and/or Management Company. All work orders shall be reviewed with Hideaway's Management Co. Maintain a list of two to three subcontractors for owners to use for repairs and maintenance on their units. This list should include subcontractors you are familiar with; however, the owner would use them at their own risk. To protect the HB Association this should be conveyed during the referral conversation. It would be best to refer three subs if possible to allow the owner to make their own choice. All contractors shall be required to provide a certificate of liability and workman's compensation insurance. Maintain all work order requests. Keep on file and bring to Board meeting as part of Board meeting report if needed.

Hideaway Bay Association Rules

The Caretaker's family and guests must abide by all HB rules. Enforce rules in a friendly and hospitable manner. Report any serious violations to Management Company and to proper authorities. Manage the ingress and egress of occupants to HB. Do they belong on our property and Ferry system? Remove any trespassers, uninvited individuals or unruly individuals from HBBC property to include calling the Charlotte County Sheriff's Department for assistance.

Equipment and other HB Property

Repair/replace as needed HB equipment including tools, mowers, trucks, etc. The equipment should operate properly and safe. The Management Company should approve equipment replacement and major repairs. When not in use, tools and equipment shall be kept in garage, this includes the dump truck and all lawn equipment. The tools need to be well organized and the tool room locked when not in use. The ice machine is to be kept in excellent running order and locked at all times. Maintain and replace luggage carts as needed. Maintain the needed level of carts both mainland and island side. On an ongoing basis inspect fire system diesel room and perform scheduled maintenance. Inspect Wi Fi equipment for potential problems. Maintain working fire equipment. Stay current with system inspections and any employee fire safety training.

Waste Management

Disposed of trimmed vegetation in a safe manner. Ensure timely removal of all HB trash. Maintain trashcans, collection bins, and dumpster areas. Coordinate sewage waste pickup with barge service. Add chemicals as needed. Quickly address any malfunction of system. If properly maintained, the system should have no or very little odor. Keep vegetation trimmed back from sewage plant.

{end of Caretaker list of responsibilities}