

PROPERTY SUPERINTENDENT
7655 S. BRAESWOOD HOMEOWNERS' ASSOCIATION

The 7655 S. Braeswood Homeowners Association employs a property superintendent to oversee those projects required to maintain the common areas and structures of the property. It is the superintendent's responsibility to oversee only those projects and repairs that are authorized by the management company. This procedure ensures proper prioritization of projects, and allows the board to control expenditures and monitor contractor performance. The superintendent's responsibilities DO NOT include home repairs for individual homeowners.

The duties of the property superintendent include:

- Supervision of all construction/contractors employed by the board and the management company to perform work on the premises; approval of the work upon completion;
- Cleaning of gutters;
- Cleaning and maintenance of the swimming pool and deck: at least 3 times per week during summer season; as needed during winter season;
- Maintenance of exterior lighting system in the common area;
- Completion of work orders generated by the management company (JDH). If additional contractors are required for a project, he will solicit bids for the work; present the bids to the board for approval, and oversee the project through completion;
- Overseeing the various maintenance and safety inspections of the property, as necessary (swimming pool, termite, fire extinguishers, etc.);
- Monitoring property to reduce unauthorized access, while on duty;
- Assisting homeowners in obtaining gate keys and remote gate openers;
- Cleaning office and clubhouse;
- Ensuring that the common areas are clean – picking up litter, as necessary;
- Removing dirt dauber nests from common areas and carports;
- Maintaining sprinkler system;
- Working with the board on special projects, as necessary;
- Attending monthly board meeting (currently 3rd Wednesday of Month) in order to give monthly report to board;
- In the event of a power failure, major accident or natural disaster, being the point of contact for repair crews, insurance estimators and other emergency personnel, as needed.

The property superintendent monitors the property for necessary repairs and maintenance and makes regular reports to the board on its condition. **All requests for repairs must be routed through the management company and authorized by a work order. The property superintendent is NOT authorized to perform any work on the property without a work order.**