

Ocean Ridge - Edisto Island Association Manager

Association Manager/ Project Manager

1. Maintain Community Project List and update weekly
2. Provide vendor management oversight
3. Prepare and secure bids/proposals for specific projects

Community Governance

1. Homeowners
 2. Understand the CC&R's in each community and apply to resident issues/concerns
 3. Oversee Covenant Enforcement through routine inspections
 4. Follow violation process, as necessary
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1. Common Area/Amenities
 2. Inspect the landscaping of common areas to identify issues
 3. Inspect amenities (pools, parks, etc) to ensure high standards are maintained

Architectural Review

1. Assist in approving architectural requests from residents

Financials/Budgets

1. Work with Finance Department to establish annual budgets for Homeowners Associations
2. Code Accounts Payable invoices prior to processing/payment

Communication

1. Serve the Board as an **agent** to accomplish community goals
2. Build and foster relationships with residents
3. Provide administrative and operational support

Please send your resume to steve@sw-community.com or mail to:

SW Community, LLC
PO Box 700
Edisto Island, SC 29438