

Agreement Between Site Manager and Quiet Water Homeowners Association

GOAL:

The QWHA Site Manager is an independent contractor who is responsible for the general appearance of the QW grounds and common buildings, except for the interior of the pool and spa structure. First impressions are important, and for that reason alone the Site Manager should keep a close watch on the conditions of the grounds and buildings in the neighborhood. The detailed duties of the Site Manager are listed in the attached "Scope of Work." A designated member of the Board will contact the Site Manager when there are concerns about common areas of the grounds or buildings in QW.

GENERAL SPECIFICATIONS:

The Site Manager acknowledges that the workload will vary during the year, with continuing responsibilities throughout the year. The Site Manager is expected to spend time on site at least twice a week. If for any reason the manager will be away for longer, or be unable to fulfill needed tasks, he/she must clear this with the designated Board representative. The Site Manager is required to respond to telephone messages within 24 hours.

The Site Manager shall keep a written log and report weekly to the designated Board representative unless otherwise scheduled.

Either party (QWHA or Site Manager) may terminate this agreement with fourteen (14) days written notice.

FINANCIAL CONSIDERATION:

For the successful completion of the services contracted in the Scope of Work, the Site Manager shall receive \$750/month*. Additional services may be contracted between the Site Manager and the QWHA from time to time. Monthly invoices should be e-mailed to the QW Financial Secretary, or mailed to:

Quiet Water Homeowners Association
PO Box 34, Yachats, OR 97498

Contract period: April 1, 2021 to May 31, 2022

This contract supersedes any previous, signed contract between QWHA and the Site Manager.

Site Manager

Date

For QWHA

Date

QWHA Part-time Site Manager

SCOPE OF WORK

General duties:

Be on call for issues within Quiet Water.

Work with work parties for QW projects relating to maintenance of grounds and buildings.

Attend Board Meetings in an advisory capacity as requested.

Work cooperatively with the QWHA Board, as appropriate, to obtain bids for repairs and other services for which the Site Manager is not qualified. Non-budgeted expenses over \$75 require QWHA Board approval.

Work with Commons staff for setting up of tables and chairs for the QWHA annual meeting and taking them down after the meeting. Assist with setting up for the picnic potluck gathering that takes place at noon the same day, in the pool area. You may request that members bring tables and chairs and you should help with set up and take down.

Prepare and give brief Site Manager's Report at June Annual Meeting, if requested.

Quiet Water Grounds:

Make regular weekly inspections of QWHA grounds and properties and report irregularities or concerns to the QWHA president or relevant property owners. This is more critical following major rainstorms (look for damage to trees and structures) and hard freezes (look/listen for burst water pipes). Check for possible flooding of parking areas during heavy rain – warn residents to remove vehicles if necessary.

Check operation of all common area lighting, particularly path lights and carport lights. Replace faulty light bulbs; arrange for repair of other electrical faults.

Manage garbage dumpsters and blue recycle bins. The recycle bins must be rolled to the curb for pickup and returned afterwards. Dahl Disposal (541 563 3888) collects garbage and recycling every week. Red bins are for the “deposit” bottles and cans. Take wine bottles and other non-deposit glass to Dahl recycling center as necessary.

Remove yard waste piles from curb sides and along pathways on a regular basis – in spring and summer at least twice weekly. Residents collect sticks that come down and these also need to be removed.

Keep carports and the drains in carports and parking areas free of leaves, gravel and other debris. During September to December, the manager should inspect these areas at least once a week and take appropriate action. Carports and parking areas will flood in heavy rain unless the leaves are removed; the aim is to prevent flooding from happening.

Clean out roof gutters on all common area buildings (LCA carports and garages, pool, office, shed) on a regular basis, monthly if necessary. Help is available for this work. Contact the designated Board member to find out if anyone has volunteered.

Remove leaves and other plant debris from streets and curb gutters in Quiet Water (Combs Circle and Jennifer Drive). In particular, the gutter drain grates must be kept clear. This should be done monthly in the fall. The city does not sweep the streets.

Keep rock beds around carports, tennis court and office building free of plants, dead leaves, etc. Tend to flower beds around pool building and storage shed.

Remove weeds (especially blackberry) in common areas and on the tennis and basketball courts. Treat weeds with vinegar spray where appropriate.

Trees that come down need to be cleared unless they are in the riparian zone. Inform Board of any trees that are leaning dangerously and need attention.

Keep composting area under control. This includes composting bins and two large waste piles. Joan Johnson will turn compost in "Rest" bin regularly; add accelerator as needed in compost bins.

Prune and groom shrubbery and plants in common areas – not actually much to do except perhaps around car ports.

Arrange with Alsea Power for annual maintenance of QW tractor; buy gas and 2-stroke oil as needed. Arrange for repair of push mower and weed eater as necessary.

Perform simple repairs as needed. If necessary, arrange for repair by licensed contractors, after Board approval.

Submit all reimbursement claims to the Financial Secretary.