

ADDENDUM TO PROPERTY MANAGER JOB DESCRIPTION MOUNTAIN VIEW APARTMENTS

Because of the unusual size of Mountain View and the large number of on-site employees necessary, the work force has been organized as the attached organization chart shows. This method of organization is designed to efficiently manage a property of this size.

The General Manager's duties at Mountain View coincide with the Property Manager Job Description.

In addition to all of the normal duties ascribed to the Property Manager, the General Manager is to directly supervise, hire, and discharge both the Office and the Maintenance Manager.

He must also co-ordinate activities between Maintenance Manager and Office Manager who have co-equal authority.

The Office Manager works directly under the General Manager and is to carry out, on his behalf, the office duties and oversee the other office staff. The Office Manager does not have authority to hire or terminate office employees.

The Maintenance Manager works directly under the General Manager and is to carry out, on his behalf, the maintenance duties and oversee the other maintenance staff. The Maintenance Manager does not have authority to hire and terminate maintenance employees.