

PROPERTY SUPERVISOR JOB DESCRIPTION

Job Controls - Direct operations of apartment rental properties in accordance with the policy guidance of the owners, the management agreement, all applicable Federal and State housing regulations.

Job performance is reviewed for adequacy and conformance with established procedures or specific instructions issued by the President of the Management Company.

Major Duties - Property Management Supervisor responsibilities are:

1. Review and monitor the major duties of the manager under his control and supervision (see job description for manager).
2. Evaluate the performance of the manager and his/her staff.
3. Direct and supervise activities of the manager assuring his/her familiarity with the policies of Monarch Properties, Inc.
4. Conduct monthly inspections of each project, or more frequently if project is new; in financial difficulties, if staffing is weak, or if there are new managers requiring closer supervision.
5. Inspect and evaluate the physical condition of projects, keeping current on local rental, tax, and utility rates for project area location.
6. Review and prepare project budgets (coordinate and obtain assistance as needed with the controller).
7. Review annual audits available from the controller.
8. Review the monthly cash flow analysis, budget comparison, operating statement, expense analysis and balance sheet for each project under your supervision (use computer readouts and compare budget against expenditures to keep managers expenses within limits).
9. Prepare a timely submission of rent increases when appropriate.
10. Review ad valorem tax assessments annually and monitor payment of same, making certain that if taxes are increased, an adjustment is made on subsequent annual budget and escrow payments.
11. To direct the finances of projects under his control.
12. Review occupancy on a frequent basis, weekly where vacancies exceed 5%.
13. Arbitrate resident complaints.
14. Prepare monthly inspection reports in detail as per published format.
15. Make an inspection of all vacant units.
16. Review and analyze delinquent accounts on a monthly basis, directing the resident manager to resolve deficiencies in an appropriate manager.
17. Conduct interviews, hire managers and assistant managers, and discharge managers when appropriate.
18. Organize and oversee the training of new managers.

19. Monitor the manager's staffing to assure that it conforms and does not exceed their manpower authorization as specified in the *Management Plan*.
20. Inspect and evaluate physical conditions of buildings and arrange for necessary painting, repair, and maintenance by the staff or by contractors, as appropriate.
21. To contact and negotiate all maintenance and service contract necessary to the project and submit to the President for his approval and signature.
22. Develop plans for project improvements; recommend funding methods and procedures to implement same, i.e., paint exterior of buildings, purchase of new equipment, capital improvements.
23. Resolve resident problems not within the capability or authority of the manager.
24. Prepare written replies, etc., to all correspondence, which require a response.
25. Make contact with and mediate all property and liability insurance claims with the insurance adjuster.
26. Conduct unannounced project inspections and periodic cross-inspections with other supervisors.
27. Confer with officials of newspapers, radio and television stations to negotiate advertising contracts to attract residents.