

Board Position: There will be one board seat open for election at the Annual Meeting on December 12. A nominee does not run for a specific position on the board. Once the 5 board members are in place, they hold an election at their first meeting to determine who will hold what position, based on their individual skillset, etc. If you would like to help, make *our* community an even better place, please consider running for a seat on the board. You will need to contact Jim Kraus or Norma Stading to obtain the form to be completed with the information for the Annual Meeting Packet. Those forms need to be returned no later than November 1, 2023, to be included in the packet.

Summerfest Appreciation: The Board of Directors and the Manager extend a sincere thank you to all the Summerfest Volunteers and those who gave generous donations to STEP.

Lights: Let's help to continue to keep our community safe by leaving garage lights on throughout the night. It's a simple gesture and helps your neighbors who may be arriving home after dark, along with the various delivery services. With shorter sunlight hours coming upon us, those lights are definitely a huge help to everyone.

Board Meetings: Board meetings are held monthly, on the third Tuesday, at St. Louis Park City Hall in the Community Room. All Homeowners are welcome to attend and participate in the question & answer session prior to the meeting, although they are not allowed to participate in the meeting itself. Meetings typically begin at 7:30, but the time is subject to change, so watch the bulletin board announcements, website and emails.

Manager Position: In the last newsletter, you were advised that Jim has announced his intent to retire as the Association Manager at the end of 2023. The Board is actively working to ensure the seamless continuity of the Association's management following Jim's departure. If you are interested in this role, or know of anyone who would be, a resume and cover letter can be sent to board@amhurst.org.

Summary of Job Description for Property/Association Manager:

GENERAL DESCRIPTION

- Overseeing property management, maintenance, and overall investment of Lohman's Amhurst townhome community
 - Ongoing maintenance, special projects and reserve plan projects; present concerns to the Board of Directors
 - Communicate with homeowners, vendors, contractors and realtors
 - Manages responsibilities to annual budget
 - Collect incoming mail and handle as appropriate
 - Complete minor maintenance as necessary
 - Preparing Requests for Proposals
- May be required to pass background investigation

QUALIFICATIONS

- Minimum five years' experience (or equivalent) in property management or related business, including hands-on maintenance.
- Basic knowledge of Excel and Word, administrative knowledge, and managing expectations
- Ability to communicate with a diverse group including, but not limited to, homeowners, vendors, etc

WORKING CONDITIONS

- Being outdoors in various weather conditions
- Being in office setting for administrative work
- Normal business hours, but must have flexibility to attend and participate in evening meetings; occasionally respond to emergency situations, etc
- Ability to deal with different types of individuals

LICENSES/CERTIFICATES

- Requires valid Class "D" Minnesota driver's license, and the necessary liability and property insurance
- Certification/licensure as Association Manager is preferred

PHYSICAL REQUIREMENTS

- Ability to work with hands
- Ability to lift 40 pounds
- Ability to use power tools
- Ability to withstand weather extremes when working outside

ADMINISTRATIVE

- Invoice review and payment management
- Inquiry management
- Communication
- Supports the Board of Directors