

Position Opening in ROYAL KUNIA COMMUNITY ASSOCIATION office. This position is an introduction to the field of Community Association Management.

**Job Title:** Covenant Manager (P/T)

**Reports to:** General Manager and/or the Design Committee

**Primary Responsibilities**

- Inspect homes weekly for compliance with Royal Kunia Covenants. (E.g., authorized property improvements, landscape improvements, etc.)
- Cite homeowners for covenant violations and follow up until violation is non-existent.
- Maintain an accurate filing system and a log of all current actions and concluded cases of covenant violations.
- Attend all Design Committee and Board Meetings.
- Submit a written report of all inspections to the Design Committee and General Manager at each of its regularly scheduled meetings.
- Work closely with the Design Committee chairperson and keep him/her informed of violations which may require a recommendation for special action. (E.g., legal action by the Design Committee.)
- Receive, record, and check a copy of all Design Committee applications (original goes to Certified Management). Ensure that the required information on the application is complete and refer any incomplete application back to the homeowner.
- Advise homeowners in correcting and/or avoiding violations to the covenants recommending various materials which would be accepted by the Design Committee.
- Follow procedures and guidelines as established by the Design Committee for abating violations.
- Conduct site inspections of all Design Committee approved applications to ensure compliance with plans as submitted.
- Coordinate with General Manager to remedy unsafe conditions or practices immediately by contacting the appropriate government agency or contractor.
- Inspect common and limited common areas to include landscaping, light fixtures, and any other permanently installed fixtures and report any deficient conditions.
- Cite residents for violations using citation form with copies to homeowner and General Manager.
- Cite residents illegally using “Guest Parking Stalls”, or vehicles parked in No Parking or restricted parking areas.

**Qualifications:**

- Education: College degree or equivalent work experience;
- Job-related Experience: Three to five years

**Knowledge, Skill and Abilities**

**Knowledge**

- General ability to read construction plans;
- Be knowledgeable of all existing rules, regulations, policies and procedures which govern the Royal Kunia Community Association.

**Skills and abilities**

- Maintain good public relations.

- Relate to and motivate people.
- Keep accurate records.
- Computer skills, spreadsheet & word processing (business letter writing skills).

Interested applicants are asked to mail or deliver their resumes by September 1, 2006 to:

ROYAL KUNIA COMMUNITY ASSOCIATION

Personnel Committee

C/O Certified Management

3179 Koapaka Street

Honolulu, Hawaii 96819

For any questions, please call Ms. Albi Mateo at 688-9001.