



## NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.

Do you enjoy being outdoors? Do you have an interest in exterior property maintenance and home design? The Newington Forest Community Association is looking to hire a property inspector (35hr/wk) Monday – Friday with some flexibility in hours. Applicants must be familiar with Microsoft Office, Gmail, and have their own transportation. Salary plus benefits (paid holidays, vacation and sick leave, health insurance premium contribution, and retirement match). Questions and resumes may be sent to: [Manager@NewingtonForest.org](mailto:Manager@NewingtonForest.org)

### **ASSOCIATION COVENANTS INSPECTOR**

The Association Covenants Inspector conducts various inspections to help maintain property values in the community and work with the Association staff to clearly and efficiently relay community news and information to residents, property owners, and members of the Board. This is a full-time position (35 hours per week).

#### General Office-Related Tasks:

- Answer community related questions received by phone, email, and in-person.
- Assists in maintaining current documents and forms on the Association website.
- Working together with staff to prepare the community newsletter (bi-monthly).
- Scanning property documents to create online file system.

#### Covenant Related Responsibilities:

- Conduct various inspections and prepare correspondence (email and written form-letters) relating to inspections including:
  - Annual exterior inspections of homes.
  - Annual inspection of the common areas.
  - Annual inspection of prior year Architectural Change Requests
  - Follow-up inspections on complaints.
  - Parking lot inspections on townhouse parking lots.
  - Property inspections for home sales.
  - Seasonal grass/yard inspections (April – August).
  - Take photos of all properties annually.

#### Architectural Review Committee Responsibilities:

Review and process Architectural Change Requests for exterior home improvements as they are received in the office.

Work with the Manager to prepare for, and attend, the monthly Committee meeting (currently held the 2<sup>nd</sup> Tuesday of each month at 7:30 p.m. via Zoom)

#### **Experience and Other Qualifications:**

Knowledge of Microsoft Office, Google Gmail, effective written and verbal communication skills, excellent customer service skills, strong organizational skills, self-motivated, able to work well in a team environment, able to work outside throughout the year, provide your own transportation, knowledge of exterior property maintenance and home owner's associations is helpful.