

ABOUT BOCA BAY

Boca Bay Master Association, Inc. was incorporated in 1987 for the purpose of operating and maintaining the common properties of Boca Bay development in accordance with the terms of its Declaration of Covenants and Restrictions. The development consists of nine Boca Bay communities containing a total of 329 residential home sites and condominiums located on 127 acres on the southern tip of Gasparilla Island in Florida, on a remote barrier island surrounded by the Gulf of Mexico and Charlotte Harbor.

The association's operations began in 1990 with the sale and closing of the first residential homesite. Control of the association was turned over to the membership in 2001 by the developer CSX Realty Corporation.

The Boca Bay Master Association was formed in 1987 to operate and maintain the common properties shared jointly by all the Boca Bay communities. According to governing documents, the Master Association is also responsible for managing the nine neighborhoods within the community and maintains the common properties shared by the residents within each neighborhood. Seven of the neighborhoods have separate boards of directors.

The Boca Bay Master Association amenities include a Beach Club located on the Gulf of Mexico, tennis, pickleball and croquet courts, three heated swimming pools, eight boat slips, and a fishing pier located on Charlotte Harbor.

The Boca Bay association office is in the Boca Bay Powerhouse. The Powerhouse has a separate facility managed by the Boca Bay Pass Club used for private functions, fitness classes and is where annual meetings of all associations are held along with monthly meetings of the various committees and boards of directors.

The Master Association also owns the Boca Bay Pass Club, a private member-owned dining, tennis and fitness club. The 530 members (owner member and associate members) are comprised primarily of families from the Midwest and east coast. The Master Association provides shared services to the Pass Club. Amenities at this full-service club include a heated swimming pool, seven lighted Har-Tru tennis courts, a fitness facility, and formal and informal dining services. The Club is open October – May and has its own board of directors and general manager who reports directly to the president of the Pass Club Board of Directors.

Qualified professionals may send your resume electronically to: Snajar@bocabay.info or as an alternative, you can mail to: Boca Bay General Manager ~ PO Box 3878 ~ Placida, FL 33946

BOCA BAY DETAILS AT A GLANCE

Website: Bocabay.info

All associations' revenue: \$4,000,000

Total reserves for all associations: \$5,000,000

Home prices: \$3,000,000 – \$20,000,000

13 year-round employees:

4 administrative staff, 9 property services staff

Total Master Association board members: 12

Total neighborhood board members: 3-member separate boards for

5 single-family neighborhoods and 2 condominium associations

Total number of members: 329 homesites/317 members

BOCA BAY GENERAL MANAGER

The Boca Bay General Manager serves as the chief operating officer of the association and manages all aspects of the association including its activities and relationships between the Boca Bay Master Association and neighborhood boards of directors, the Master Association and neighborhood committees, members, guests, employees, community, government, and industry. The general manager coordinates and administers the association and neighborhood policies as defined in the governing documents, develops operating policies and procedures, and directs the work of all departmental managers, implements, and monitors the budgets of the neighborhoods and Master Association, monitors the quality of the Master Association's products and services, and ensures maximum member satisfaction. In addition, the general manager secures and protects all associations' assets, including all common buildings, grounds, inventory, and equipment maintenance. The general manager reports to the president of the Boca Bay Master Association and directly supervises the association controller and bookkeeper, property manager, landscape manager, and the association's administrative, maintenance, landscape, and security staff.

QUALIFICATIONS

- Maintains required Florida Community Association Manager license.
- Minimum of five (5) years onsite homeowner and condominium association management related experience required
- Associate degree or relevant experience required
- Efficient in Microsoft Office programs and QuickBooks accounting program
- Strong interpersonal, supervisory and customer service skills are required
- Strong written and verbal communication skills; Must have command of the English language both written and verbal
- Able to set priorities, plan, organize, and delegate effectively
- Able to read, understand, and explain financial statements including balance sheets, income statements and general ledger
- Able to problem solve and work effectively under time constraints and deadlines

GENERAL RESPONSIBILITIES

- Responsible for compliance with all the community's policies/procedures as defined by the board of directors
- Manages the operational policies, procedures, and regulations related to general operating procedures
- Directs the work of all department managers and accounting for all Boca Bay associations
- Provides counsel to the management staff to ensure all employees are professionally trained, supervised, scheduled and are knowledgeable of their responsibilities
- Develops, maintains, and disseminates a basic management philosophy to guide all association personnel towards optimal operating results
- Develops annual operating and capital budgets for all Boca Bay associations.
- Supervises annual Audit with third party firm
- Develops periodic checkpoints to assess compliance of the approved budgets
- Responsible for the timely preparation of monthly financial reports to the Master Association Board of Directors and quarterly financials for the neighborhood associations
- Assists with implementing the long-range and annual business plans aligned with associations' bylaws and policies
- Monitors quality of association services to ensure maximum member satisfaction
- Secures and protects all the association assets
- Establishes and maintains on-going dialogue with members to elicit input on associations' direction and improvements
- Coordinates with the associations' boards of directors on the development and implementation of all strategic plans
- Responsible for the relationship with outside legal counsel
- Other duties as directed

SALARY AND BENEFITS

The Boca Bay General Manager is a highly compensated salaried exempt employee performing executive duties and responsibilities and is exempt from overtime under the Fair Labor Standards Act.

- Competitive starting annual salary depending on education and experience
- Bonus potential up to 25% annual salary based on annual performance review
- 401(k) Safe Harbor saving plan with employer matched contributions of up to 4% of base salary based on plan documents.
- Paid medical, dental, and term life insurance package with optional disability and vision benefits available
- Contribution for spouse medical and dental benefits
- 4 weeks paid vacation
- Required licensure and continual educational fees reimbursed
- Paid time off includes 6 personal days and 8.5 holidays: (July 4th, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve (½ day), Christmas Day, New Years Eve (½ day), New Years Day, Good Friday (½ day), and Memorial Day
- Relocation assistance