

## Chestnut Grove Condominium Project Coordinator Duties;

Chestnut Grove Condominium is a 226 unit garden style complex off Wiehle Avenue in Reston just down the road from where the new metro station will be opening.

Chestnut Grove has been without an on site management presence for several years although they have had maintenance staff on site. They are looking to hire an individual to handle the following matters.

Some but not by any means all of the tasks are:

- Answer and return phone calls on a daily basis (Monday through Friday)
- Answer and return emails on a daily basis (Monday through Friday)
- Process parking pass applications / resident information forms which are very important due to limited parking and ensure leases/settlement sheets are current.
- Routine issuance of storage room keys and related storage room monitoring
- Process pool pass applications
- Process work orders in house
- And other duties as assigned (property inspections, move in – move out tracking, pest control coordination, web site maintenance, covenant violation and property inspections
- Attend monthly Board of Directors meetings (typically 2<sup>nd</sup> Thursday of the month).
- Supervise and log in contractors on site
- Maintain the daily log of the association and other books and records of the association
- Monitor maintenance and cleaning staff and assign tasks
- And other duties as assigned.