

# Mississippi Riverwood Associates, Inc.

## Operations Manager Policy

**Policy number 01-**

**Version 1**

**Drafted by P&P Committee**

**Passed by the Board on**

**Responsible person Board of Directors**

**Scheduled**

**Review Date**

### **Introduction**

Article IV, Section 1, of the Association's Bylaws vests the management of all of the affairs of the corporation with the Board of Directors. The need to manage the day-to-day operations and maintenance of the park requires that there be one person in charge of operations.

### **Purpose**

The purpose of this policy is to establish the duties, responsibilities and authority of the position of Operations Manager.

### **Policy**

The Operations Manager is appointed by the Board of Directors for a term of one year. The Operations Manager does not need to be a member of the Board of Directors, but may be a member of the Board and, in any case, must be a member in good standing of the association.

The Operations Manager is responsible for the overall operations and maintenance of the park. The Employees and/or Workcampers report to and take direction from the Operations Manager in all matters within the scope of their contracts. They will work together to ensure compliance with the goals and priorities as set by the Maintenance Committee and the Board of Directors. The Manager will act as a member of the Maintenance Committee. The Manager shall have authority to spend up to \$250 without specific approval. Expenditures over \$250 must be pre-approved in accordance with

Article VII, Section 2, of the bylaws.

The Operations Manager or a board appointed representative will take the necessary training to become a Certified Pool Operator as required by Minnesota Statute. The Manager will ensure that a qualified pool operator is available in the event the Certified Pool Operator is not on site.

The Operations Manager has the authority to contract for services on behalf of the Board of Directors and M.R.A.I within the pre-approved spending authority, and higher amounts with prior approval of the Board of Directors and/or the membership, in accordance with the bylaws.

The Operations Manager will oversee the management of outside contractors. This would include such contracts as lawn care, tree trimming / tree removal and other contractor projects as authorized.

The Operations Manager will be responsible for providing the treasurer with copies of purchase invoices and/or executed work orders for the work contracted by the park.

The Operations Manager will ensure that the location of lot corners are marked and that the sewer connections are in compliance as part of the lot transfer process.

The Operations Manager will be responsible for assuring that individual units have been prepared for winter per the conditional use permit and that park closing procedures are completed no later than November 1. The Operations Manager will be responsible for having the park open for residency on April 15, conditions permitting.

**Authorization**

**By the Board of Directors**

\_\_\_\_\_, **President**

**Date** \_\_\_\_\_