



Empire Lodge Homeowners Association
Beaver Lakes Estates

Resident Caretaker Job Description

The following Job Description sets forth the primary duties of the position of Resident Caretaker for Empire Lodge Homeowners Association (ELHOA), Beaver Lakes Estates (BLE). This Job Description is subject to change, as deemed appropriate, by the ELHOA Board (Board).

The Caretaker can be contacted Monday through Friday, 8am-5pm by email or by leaving a phone message.

Caretaker

719-486-0978

beaverlakesestates@gmail.com

Empire Lodge Homeowner's Association

585 Empire Valley Drive

Leadville CO 80461

As a resident of BLE the caretaker is due his privacy at his home residence of the Caretaker's Cabin. The Board requests Members honor that privacy by calling in advance and meeting him only at the BLE office in the Maintenance Yard unless coordinated otherwise.

Nights, weekends, and extended hours may be required due to cabin rentals, assistance in snow removal/lake/stream/dam maintenance, natural disasters, fires, flooding, or storms. These will be extraordinary, or emergency circumstances and the Board asks that Members do not interfere with his duties during these times.

The Resident Caretaker's responsibilities extend only to BLE common lands and amenities. The Board asks that Members do not contact the Caretaker for personal services such as pulling out stuck vehicles, or snow removal for private driveways.

The Board asks that all request for facility improvements or comments regarding caretaker duties be referred to the ELHOA Board by emailing any Board member. Email addresses can be found by clicking [HERE](#).

The Resident Caretaker is not a law enforcement official and is not expected to approach criminal activity or take any actions that would put himself at risk of liability, in danger, or at risk of injury or harm. His only duty in such circumstances is to report incidents to the Board, law enforcement agencies, emergency service providers (fire/medical), governmental agencies, and/or code enforcement agencies as appropriate for further follow-up.

Members are requested not to immediately contact the Resident Caretaker when reporting any incident but to first contact officials having jurisdiction such as the Fire Department or the Lake County Sheriff.

Resident Caretaker Responsibilities

Maintenance – of equipment, roads, culverts, fences, lakes, and facilities (cabins 1, 2, 3, 4, lodge, showers, campgrounds, garages, and other common properties of the ELHOA);

Safety and Security - of BLE; and

Stewardship - of BLE property and all owned assets.

1. Maintenance:

a) Roads and Culverts:

- i. Maintain BLE community roads and common areas which includes routine grading, ditching, cattle guard gate cleaning, gate repairs, road signs, plowing, sanding and snow plowing, pursuant to court orders, snow plowing protocols and as conditions dictate.
- ii. Make recommendations for necessary roadwork and repairs or contract work to be approved by the Board in writing. Include background, problems, recommended solutions and costs associated. If associated costs are greater than \$500.00, obtain three separate quotes if possible.
- iii. Clean and repair all culverts and report any concerns to the Caretaker POC.
 - a. Priority 1: Empire access road from CR7 Gate 1 to Gate 2, twice each year as a minimum, per court orders or more as necessary. Report each inspection, cleaning and any repairs made on a log for official documentation as required by court order.
 - b. Priority 2: Primary roads within BLE Filings 1 & 2, twice each year. Report each inspection, cleaning and any repairs made for each culvert on a log for official documentation.

b) Operation and Maintenance of BLE Equipment:

- i. Provide regular preventive maintenance and minor repairs for the BLE Equipment.
- ii. Maintain a log of all equipment preventative maintenance and all repairs to include hours to the Caretaker POC monthly.
- iii. Maintain a log of equipment use by day, time and total hours used.
- iv. Identify and request in writing (e-mail is acceptable) any outside repair work necessary for all vehicles or equipment.

c) Fences:

- i. Perform an inspection of the condition of the fences which border BLE (in keeping with and maintaining the security of BLE, it's homeowners' property and BLE assets) every three years.
- ii. Maintain a log on any minor fence repairs and report concerns, if any, to the Caretaker POC.

d) BLE Lakes:

- i. Maintain the Empire Creek diversion water headgate, ditch waterways and water reading of the water headgate (as required by water use agreements) for the upper and lower BLE lakes and report concerns, if any, to the Caretaker POC.
- ii. Report each inspection, cleaning and any repairs made for each culvert on a log for official documentation as required by court order.
- iii. Ensure the security of the docks is in place and rules of lake use as they pertain to fishing, or any other authorized use are being followed.
- iv. Abide by court orders in effect.

e) Cabins, Lodge, Campgrounds, Corral and Common Areas:

- i. If Applicable Only - Maintain the Resident Caretaker's residence in clean and good condition. No painting or structural modifications/changes without ACC and Board approval.
- ii. Maintain Cabins 1, 2, 3, 4 and the BLE Lodge in a clean and good condition. If Owners' guests are not following the requirements of renting the cabins, report all concerns to the Caretaker POC. Report any issues, concerns, or problems to the Caretaker POC.
- iii. Maintain the BLE Campgrounds in a neat and useful condition. Ensure the grounds are free of brush and unauthorized storage of equipment or unauthorized use.
- iv. Coordinate all Cabin and Campground reservations, to include scheduling, obtaining payments and inspection of each rental to ensure it has been left in clean and good condition. Clean as necessary and report any Cabin or Campground or Corral that has not been cleaned by the most recent rental guest.
- v. Maintain BLE Common areas which may include cutting down dead trees, branches, brush, etc. and removal for proper disposal from the area.

2. Safety and Security of BLE:

a) Safety:

- i. Be aware and follow proper safety precautions and or requirements in working with tools, equipment, machinery, and vehicles.
- ii. Maintain the necessary licensing to operate BLE owned equipment.
- iii. Maintain awareness and advise BLE Caretaker POC of any local changes in fire safety requirements and burn status, who will ensure it is posted for all BLE membership.
- iv. Respond by contacting local authorities in the event of a natural disaster or storm event and assist if possible.

b) Security:

- i. The Resident Caretaker is responsible for oversight of the general security of BLE.
- ii. Prevent unauthorized use of all BLE properties, cabins, lodge, roads, lakes, and BLE vehicles.
- iii. Routinely patrol BLE to discourage vandals and thieves.
- iv. Report and document with photos any stray or loose pets to the ELHOA Board.
- v. Monitor adherence to all rules, regulations, safety and governing documents by homeowners and their contractors/guests.
- vi. Report anyone leaving the Lower or Upper Gates open to the ELHOA Board.
- vii. Report anyone excessively speeding on Empire Valley Road from CR7 to the end of and within the BLE community to the Board.

3. Stewardship of BLE Assets and Homeowner Privacy

a) Communication:

- i. Maintain frequent contact with Caretaker POC and Board to:
 - a. Notify of any concerns that rules and regulations of the governing documents are not being supported, any degradation of BLE assets, problems of behavior or rapport with BLE owners or their guests, and;
 - b. Assess, prioritize, and implement needed maintenance/repairs keeping within budget.
 - c. The Resident Caretaker will maintain a work plan will be provided once month in advance to be discussed with and approved by the Caretaker POC.
 - d. Request part time assistance as necessary for extreme workload that was not anticipated or that is more than can be accomplished by one person, such as; extraordinary winter storms, spring flooding because of runoff, fire mitigation of common areas, fencing repair or equipment specialized maintenance repairs.
 - e. Provide a written (e-mail is acceptable) report covering the primary duties contained within this Job Description (Maintenance, Security and Stewardship and Special Projects as Assigned) to the Caretaker POC one week prior to all scheduled board meetings or special meetings you are requested to attend. The Caretaker POC may specify an acceptable format to accomplish this requirement. Provide a copy of the written report to the ELHOA Board at the meetings.
 - f. Be well versed with all rules and regulations set forth by the ELHOA Board, Covenants and Amendments.
- ii. Communicate in a cooperative manner with our neighbors, Forestry Service and BLE membership and board.
- iii. Obtain BLE mail at least weekly and forward all financial correspondence to the BLE Accountant and refer other mail to Caretaker POC for direction.
- iv. Utilize the BLE Debit Card and Checking Account for BLE related business only. All receipts must be annotated with purchase descriptions and provided to the BLE Account in a timely expedient fashion. New equipment or tools purchased must be annotated on inventory and specified on the receipt.

b) BLE Vehicles and Equipment:

- i. BLE owned or purchased Vehicles, Equipment, Tools, Fuel, etc., are provided for business use only.
- ii. All employees who operate any BLE owned Vehicles, Equipment, Tools, etc., will maintain valid licenses as required.

c) Special Projects Tasks:

- i. The Resident Caretaker shall conduct special BLE project/tasks as assigned by the ELHOA Board.