MANAGER - JOB DESCRIPTION

LAKE HIGHLANDER RO ASSOCIATION, INC.

Management Authority and General Responsibilities of the Manager:

The manager is responsible to the Lake Highlander RO Association, Inc. Board of Directors, hereafter referred to as the "Board", for the provision of certain services to the Board and its residents as well as the overall operation of the Park. Such services include management responsibility in the areas of financial records, general operations, contracts and personnel.

The Board delegates management authority and functions to the manager to act for the Board in performing management activities for the Lake Highlander RO Association, hereafter referred to as "the Association", except for those areas reserved for the Board of Directors by Florida Statute and the Association Governing Documents.

The manager's responsibilities include the activities and projects that ensure that the property is maintained that necessary repairs and maintenance items are accomplished in a timely manner and that communication with the Board and residents is maintained.

The Board shall make available to the manager all information relevant to the affairs entrusted to him/her and that the Association believes are unknown to the manager.

The manager shall work with the Board to develop recommended procedures and to procure additional equipment and media supplies to facilitate the safekeeping of records, computer back-ups, and file protection.