Uplands Homeowners' Association (UHA)

# DIRECTOR OF FACILITY OPERATIONS ROLES & RESPONSIBILITIES

As a director of the association, this role includes the general duties of all officers to supervise the affairs of the UHA, participate in the establishment of rules and regulations of the UHA, and to support the other members of Board of Directors in conducting the business of the UHA.

## Director of Facility Operations - Role:

The Director of Facility Operations is the primary point of liaison between the UHA Board and the Facility Manager (FM) and ensures the UHA facilities are effectively and efficiently managed.

## Director of Facility Operations- Key Responsibilities:

- Review FM issues that arise with Pool, Hot Tub and Sauna operations such as probes, circulation pumps, chemical usage to ensure that the conditions and safety meet the Alberta Health Services (AHS) guidelines. Ensure records are maintained for periodic audits by AHS.
- Review any concerns the FM may have with the HVAC systems that need addressing – e.g. tankless water heater, line freezing, windows, and solutions the FM recommends on correcting same.
- Discuss any security needs to ensure the safety of the Recreation Centre from potential damage or misuse by rental parties – e.g. internal and external video surveillance cameras.
- Review with the FM on any major projects required for the Facility – e.g. internal or external upgrades, upper tennis court, lower multi-purpose court, door replacement, etc.
- Provide oversight to the execution of major facility projects.
- Be a "sounding board" for the FM in addressing part time workers, contracting services, concerns from the UHA community.
- Review and discuss bid documents with FM for Capital Programs – e.g. solicit bids, analysis of bids, reference checks. Prepare and make recommendations to the Board on awarding work.
- Review the Capital Budget for the upcoming year to align with the Capital Reserve Report carried out every 5 years. Check that the program aligns with the "Life Expectancy" of the multiple pieces of equipment in the Facility.
- Ensure the FM maintains an up-to-date and comprehensive list of equipment and assets of the Association, with timelines for repair or replacement.
- Discuss the FM's work schedule to ensure that assignments made by other Directors can be met and addressed in a timely manner.
- Provide ongoing feedback and support to the Facility Manager in executing their role and responsibilities through informal and formal (annual performance review) means.

- Review and make recommendations to the Board on financial compensation for the FM and part-time staff.

## Board of Directors - General Responsibilities:

- Participate in Board and Association meetings and contribute to decision making.
- Support all decisions passed in Board meetings.
- Approve the annual budget of the Association.
- Determine the amount of membership fees for the following year.
- Listen to neighbours and bring their concerns and suggestions to the Board.
- Communicate the rules and regulations of the Association to members and non-members as required.