

Caretaker & Associate Caretaker Roles and Responsibilities

Security:

Daily

1. Patrol Tahoe Meadows premises by car, bike or foot three times Daily (vary hours - morning, afternoon and evening). Minimum – travel all roads.
2. Check on foot a reasonable number cabins per day, excluding occupied cabins and year-round residents, unless they are absent for an extended period of time. Unoccupied cabins will be reviewed within a weeks' time. Check all doors and windows, snow loads and for other damage. Any cabins unsecured/damaged are to be temporarily secured and the homeowner notified as soon as possible. If unable to notify homeowner, notify Supervisor or a Board member.
3. Keep a daily log of all patrols, cabins checked and status of property noted. If homeowner is notified, note when and how. Turn in log sheets weekly. (Online data collection/tracking an option to look into).
4. Monitor Tahoe Meadows entrance gate (camera and entry logs), tracking homeowners, guests and renters. "Knock on doors" as necessary to verify occupancy.
5. Inquire/confront those encountered that may be trespassing. Ensure they leave the meadows.
6. Check all gate locks to verify they are properly secured and functional.
7. Monitor parking in the Meadows and enforce all parking rules.
 - a. Authorized to call for tows as required
8. Report any unauthorized construction activity, any changes to property, events or occurrences of note to your Supervisor or the Board President.
9. Report any VHR violations observed at cabins with renters to the City/VHR Enforcement Hotline.

Bi-Weekly

1. Inspect fence line for irregularities or damage and make minor repairs as necessary. Notify the Board of any major repairs needed.

General Maintenance:

Daily

1. Pick up trash from all roadways and community areas.
2. Notify Supervisor of homeowner trash spilled by wildlife noted during rounds. Forward pictures to Supervisor of mess, including pictures identifying the cabin, before cleaning up. Copy Treasurer on any communications.
3. Check all signs. Repair or replace as necessary.

Weekly

1. Trim dead limbs from trees and bushes on Tahoe Meadows community property. When directed, fell trees and clean up slash. Keep bushes trimmed along roadways as needed to allow for Emergency Vehicle access.
2. Check Campfire Area, docks/piers and equipment on association property, such as picnic tables; making repairs or painting as required.
3. Set out trash cans at all Tahoe Meadows community property for trash pickup.
4. Maintain front gate entrance area vegetation to present a neat appearance
5. Advise Supervisor or Board President of any unusual observations made during rounds
6. Advise Fire Safety Chair of any landscaping issues, dead trees or other fire safety issues.
7. Advise Roads Committee Chair of any road issues noted.

Monthly

1. Meet with Supervisor, Face to Face, to discuss current events, ongoing issues and upcoming plans.

As Required

1. Oversee accepted maintenance contracts including snow removal, road maintenance and other maintenance items, assuring that contractor's obligations are being fulfilled.
2. Ensure that all roads are plowed and passable at all times.
3. Ensure that all fire hydrants are visible and easily accessible.
4. Perform minor repairs and painting to the Caretaker's house, the summer supervisor's cabin and sheds on both properties.
5. Assist the summer supervisor to set up and take down equipment.
6. Oversee Tahoe Meadows site security for Holiday Events (i.e. 4th of July)
7. Maintain premises to ensure safety and a neat appearance.
8. Place snow stakes where needed prior to winter and remove in the spring.
9. Remove all items in driveways, i.e. phone books, newspapers, etc. to avoid the appearance of a vacant cabin.
10. Move trash cans at vacant cabins as needed to avoid the appearance of a vacant cabin.
11. Open and close summer supervisor's cabin each year.
 - a. If occupied during the off-season, prepare cabin for summer supervisor move-in.
12. Assist with Memorial Day Owner's Work Day projects. Suggest projects, obtain materials, etc.
13. Other duties as assigned by Board President or Supervisor.