

# SHERMAN GARDEN APARTMENTS ASSOCIATION

## **Building Coordinator Duties**

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### **New owners**

- A Trustee or HHSB (management company) forwards SGAA New Owner Contact Sheet to President, Treasurer, BC(s), and Parking Lot Supervisor/Facebook Administrator
- Within the first two weeks, introduce yourself and set up welcome meeting
  - Give them directory and review the new resident orientation check list, leaving them with a copy
    - Treasurer has extra directories for you to keep on hand
  - Provide a walk-through of the building
    - Laundry room, storage lockers, 2<sup>nd</sup> class mail room and mail slots, maintenance request box, how to use elevators and intercom for visitors
  - Explain extended absence policy - residents must notify BC and/or maintenance staff if they will be absent from their unit for more than two weeks
  - Answer questions and review basics
- *If new owner doesn't respond to request for an in-person meeting, leave directory and New Resident Orientation checklist at their apartment door with a welcome note*
- A Trustee or appropriate designee prepares the mailbox nameplates for all buildings
- Maintain/update the printed intercom code list in the lobby when residents move-in or move-out
  - After receiving new owner contact sheet, scroll through lobby intercom directory for intercom code(s) and let Jeanie Henry know, as she updates the posted list for all buildings except 1860 (Tim Mahoney does it)

### **Ongoing**

- Check and respond to emails/text/phone calls in a timely manner
- Answer resident questions as possible and/or direct them to the appropriate party, e.g., the Rules and Regulations, the Trustees, Building Engineers, the City of Evanston website/311
- Contact individuals about deliveries or mail that has collected or been left in entryway or the 2<sup>nd</sup> class mail room for too long
- Walk hallways and stairwells once monthly and report maintenance issues to Building Engineers
- Distribute and/or affix flyers and notices about upcoming meetings, events, proper use of elevators, masks, recycling bins, notes from BC, etc.
- Maintain bulletin boards in 2<sup>nd</sup> class mail room, laundry room, hallway bulletin board, continuously monitor for out-of-date flyers and posters and get rid of old flyers, etc.
- Deliver printed monthly newsletters to those without computer/internet

### **Sherman Garden Apartments Association**

- Serve as communication liaison between owners, Trustees, SGAA Officers, and other BCs
- Attend association meetings, parties, speaker presentations, etc.
- Help at events (set up/clean up, etc.), recruit volunteers
- Work with nominating committees to recommend Trustees, BCs and Officer candidates from your building
- Annually assist Treasurer in collecting directory and emergency contact information, directory orders/fees
- Maintain current copy of building's Emergency Contact sheets in case of emergencies