



HARTSTENE POINTE



**HARTSTENE POINTE
MAINTENANCE ASSOCIATION
HARTSTENE ISLAND, WASHINGTON**

GENERAL MANAGER

\$80,000 - \$100,000

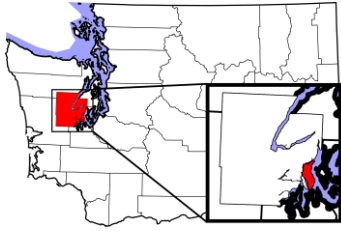
Plus Excellent Benefits

Apply by
February 25, 2024
(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Hartstene Island is located at the southern end of Puget Sound and is approximately ten miles long and three miles wide. Hartstene Pointe is a

unique community located on the northern tip of Hartstene Island, set within a verdant forest, and surrounded on three sides by the waters of Puget Sound. The Pointe is approximately 215 acres in size and is situated just 18 miles away from the Mason County seat and nearest town, Shelton. The region's clear deep waters provide world-class shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers. Immediately west of Shelton is Olympic National Park and Olympic National Forest, where you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more.

Hartstene Island is home to a population of 1,412 and is accessible by a bridge from Highway 3 that links Shelton to Bremerton. Until a bridge was built in 1969 connecting the island to the mainland, a ferry provided the only transportation across the passage. Residents of the Island are lured by the quiet beauty and low cost of land. Settlers in the early 1900s built schools and stores, and farmed, logged, planted orchards, and gathered clams and oysters from the sea. In 1914, volunteers established the Community Hall, which is still actively used today. Of the several possible ways to spell the name of the island, Hartstene and Harstine are the most used and most popular and are often used interchangeably.

The Island has a number of unique attractions, including the Wild Felid Advocacy Center; a wild cat sanctuary housing approximately 60 cats. The Island is also home to three beautiful state parks, including Jarrell Cove State Park, McMicken Island State Park, and Stretch Point State Park which offer recreation beyond Hartstene Pointe.



THE ORGANIZATION

Hartstene Pointe Maintenance Association (HPMA), also known as "The Pointe" is a non-profit homeowners' association established by Weyerhaeuser in 1970. HPMA is governed by a 7-member Board of Directors and has 5 FTEs including the General Manager and up to 8 part time patrol, pool monitors, and maintenance staff.

While Hartstene Pointe was originally planned to be a recreational community, a significant number of the homes serve as primary residences today. The Pointe consists of 532 private residential lots, 90 private condominium "Island Houses", a private road system, a 6,000 sq. ft. Clubhouse, a swimming pool and hot tub, three tennis courts, basketball court, pickleball court approximately 5.5 miles of walking trails, a 110-slip marina, a boat launch, numerous picnic areas, and 3.5 miles of private beach.

After 60 years, Hartstene Pointe remains heavily wooded with Douglas fir, hemlock, cedar, madrona, maple, and various other deciduous trees. The area is also home to a significant population of birds, deer and raccoons. Bald eagles have been sighted along the water's edge. Along its perimeter, Hartstene Pointe gives magnificent views of Puget Sound, Mt. Rainier and the Olympic Mountains.

The community recently established The Hartstene Pointe Water-Sewer District, which has acquired the water and sewer utilities formerly owned and operated by Mason County. However, Hartstene Pointe Water-Sewer District is a totally separate government entity and is not run by Hartstene Pointe.

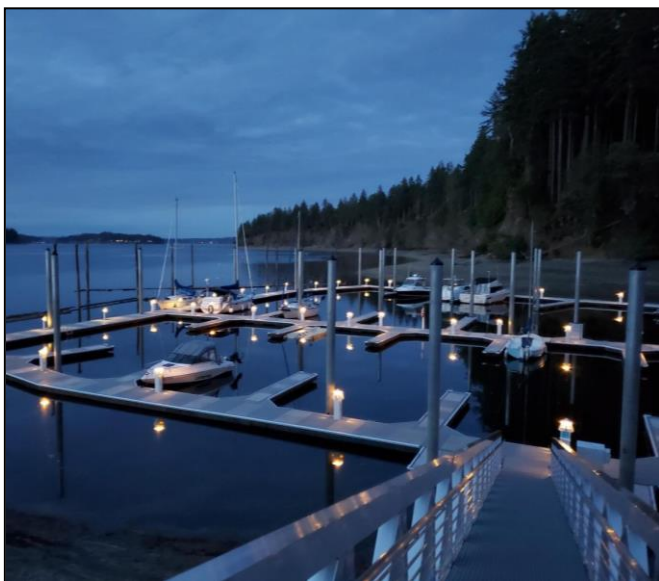
THE POSITION

Working under the general direction of the Board of Directors, the General Manager reports to the Board President and performs duties with minimum supervision. The General Manager is responsible for the management and operations of the HPMA property and facilities in accordance with the Covenants, Conditions and Restrictions (CC&R's), Rules and Regulations (R & R's) and Policies of HPMA as directed by the HPMA Board of Directors.

The Manager is responsible for all aspects of day-to-day management, maintenance and upkeep of the common area, including the forest and vegetation, HPMA buildings and other facilities, and the infrastructure and amenities of Hartstene Pointe. The General Manager is expected to act independently with subsequent reports to the Board, except in instances where consultation with the Board is required. In such instances, the General Manager is expected to bring recommendations and suggestions for alternative courses of action to the Board.

The General Manager's duties span multiple disciplines, including Accounting and Administration, Personnel Management and Development, Common Area Management, Maintenance Operations, Relationship Management and Governance.

For a full job description and to view the full scope of responsibility for the position, please view the attachment found [here](#) or on www.prothman.com.



OPPORTUNITIES & CHALLENGES

1. The incoming General Manager will be tasked with the completion of pending infrastructure projects including picnic shelters and the replacement of the lagoon dock. These projects have been budgeted and scoped, and will be a priority for the Manager to complete within the first year in the role.
2. The community of Hartstene Pointe is built with common areas between homes, along roadways and in/near community amenities. A priority for the General Manager is to establish a proactive maintenance plan for common areas, roads, ditches and landscaping and community amenities, present the plan to the board with any required budget allocations, and execute the plan to ensure optimal maintenance and upkeep in the community.
3. A top priority for the incoming General Manager will be to lead the way in redefining the dynamic between the community and HPMA. As the face of the organization, the General Manager will develop positive community relations and build a culture of trust, while prioritizing the efficient management of the organization. This is an excellent opportunity for a proven leader who is proactive, skilled in communication, transparent, and honest. A history of showing equal respect among various groups of stakeholders, including staff, the Board, vendors, and homeowners will bring candidates to the top of the list.

IDEAL CANDIDATE

Education and Experience:

- Seven (7) or more years of experience in a similar general manager role, which has included direct supervision of employees, procurement, budgeting, and project management.
- Knowledge of federal, state, and local laws, policies, and procedures as it applies to HPMA property management and governing documents.
- Experience with spreadsheet and basic database operations, QuickBooks accounting software, basic equipment and building maintenance and repair, and general computer skills including email and Microsoft Office applications.
- A valid Washington State driver's license
- The ability to pass pre-employment background, reference, and financial check.
- Preferred CMCA and/or Project Management Certification, and CPR and first aid certification.

Necessary Knowledge, Skills and Abilities:

- Experience developing and leveraging relationships within the association and with external vendors, local and state governments to achieve results.
- Strong skill in both verbal and written communication. The ability to listen and convey information and ideas clearly.
- The ability to proactively act to improve existing conditions and processes, identify opportunities and implement short and long-term solutions.
- Experience creating a culture of trust. The ability to foster a work environment that encourages people to act with integrity and treat each other with respect and set an example by acting with integrity and respect with staff, the board, vendors and homeowners.
- Skill in managing work interruptions and changes in priorities while still delivering expected results and work projects.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$80,000 - \$100,000 DOQ**
- Eligible for annual bonus based on performance.
- Full use of community amenities, including picnic shelters, clubhouse, pool, tennis courts, marina, community beaches and trails.
- Medical, dental, and vision insurance.
- 3 weeks' paid vacation. More vacation negotiable.
- 8 paid holidays each year, plus 2 personal holidays.

For more information on Harstine Island and the Hartstene Pointe Maintenance Association, please visit:
www.hpma.org



The Hartstene Poine Maintenance Association is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 25, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Hartstene Pointe Maintenance Association, WA – General Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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