

# Caretaker Information

The **Primary Caretaker** is a full-time, year-round position responsible for the overall operation, maintenance, security, and stewardship of Hermit Lakes Recreation, Inc. property and facilities. Working under the direction of the Board of Directors, the Caretaker independently manages daily activities to ensure the safety, functionality, appearance, and integrity of the corporation's lakes, dams, roads, buildings, equipment, grounds, and member services.

## Key Responsibilities

- Maintain and repair corporation-owned buildings, infrastructure, roads, lakes, dams, grounds, fences, gates, fish traps, and other assets.
- Conduct daily inspections of dams, water control structures, and lake conditions; maintain regulatory records and report unusual conditions.
- Operate, maintain, and safeguard corporation equipment, including vehicles, snow removal equipment, ATVs, and maintenance machinery.
- Manage security of the property by controlling access, monitoring visitors, enforcing rules, and coordinating with law enforcement when necessary.
- Maintain operational records, fuel logs, equipment maintenance records, visitor registrations, water usage data, financial receipts, and monthly activity reports.
- Provide member services, including emergency communications, property inspections, issue response, regulation enforcement, and coordination of approved work projects.
- Support environmental management programs, including weed control, aquatic invasive species inspections, and wildlife/pest management.
- Attend designated meetings, events, and functions as directed by the Board.

## Member Services

The Primary Caretaker is responsible for the following services for members.

- 1) Receives telephone messages for members; delivers emergency call messages (24/7) and posts all others on the bulletin board.
- 2) Issues a permit for fish to be transported from property.
- 3) Inspection of Member Structures and Property

- a) From December 1 to May 15, check the exterior of each Member's structures monthly, recording damage or unusual condition, call Members if damage is noted, report said Member structure damage or problems to Board for follow-up and maintain a record of the inspections. Remove snow if requested from Member's roof, at member's expense.
- b) Notifies member or, if not available, the Board, when member offsite property is vandalized, damaged, or in danger. An example would be a member's boat or ATV that is in danger or damaged while left on the shore of a lake or away from the member's cabin plot. The Primary Caretaker is authorized to take immediate action to mitigate damage to member's offsite property.

4) Advise Members and Guests of Rules and Regulations  
Regulate the rules, advise and familiarize members, their guests, and contractors of Corporation Rules and Regulations. Politely advise the Member if they are in violation of a Rule or Regulation and report all such violations to the Board. Note violations in the monthly report and actions taken.

5) Performing Work for Members

The Primary Caretaker may perform work for members, using Corporation equipment, as long as there is no conflict with Corporation business.

- a) All equipment fees collected by the Primary Caretaker are payable to Hermit Lakes.
- b) The member and the Primary Caretaker shall determine and document the work to be done including the following:
  - i) detail of the work to be performed
  - ii) Corporation equipment time and cost is paid to Hermit Lakes
  - iii) Date and time of work to be done
  - iv) Primary Caretaker time and labor cost is paid directly to caretaker
- c) The agreement shall be signed by the Primary Caretaker and the member. The Primary Caretaker's work agreement is a contract between the Primary Caretaker and the member. Hermit Lakes shall not be liable for the work performed, damage to personal property, injuries, or responsible for any disputes which may arise.

#### 6) Unusual Incidences

Inform the Board of any unusual incidents and note it in the monthly written report to the Board of Directors for their disposition of the matter. Obtain as much information as possible on trespassers and report trespassing to the authorities. The Board must authorize filing criminal trespassing charges.