



**Garden Villa Association**  
Representing Residents of All 3-Story Buildings

## **BUILDING CAPTAIN DUTIES**

### ***GARDEN VILLA BUILDINGS***

**Note:** Building Captains are not referees or arbitrators in personal disputes

1. Report common area and building exterior maintenance issues to Resident Services and follow up to completion.
2. Visually inspect building for safety issues and/or repairs.
3. Report security issues to Security.
4. Distribute bulletins and notices to residents to share information about the building, the GVA and Third Mutual that may be of value to them.
5. Post reminders about laundry room etiquette and proper use of laundry equipment.
6. Support activities of mutual interest to residents.
7. Report water leaks to Resident Services or to Security after hours.
8. Report improper wiring in underground parking area to Security.
9. Schedule use of the Recreation Room.
10. Report any improper use of Recreation Room to Security.
11. Remind residents of proper use of garbage chute and recycle bin. Ensure residents know which items are and are not acceptable.
12. Request pads for the elevator from Security when needed.
13. In the event of a fire, call 911 and help and encourage residents to leave the building promptly.
14. Instruct residents on their responsibility to contact Resident Services for repairs, leaking water, etc.
15. Instruct residents to contact Security for help when needed for any perceived disturbances caused by a neighbor.
16. Welcome new residents with packet provided by GVA.
17. Update building directories in the Lobby and Mailroom.
18. Maintain a list of all residents including their name, phone numbers and email addresses.
19. Assist in keeping building in good condition so all residents can enjoy living in an orderly, well-maintained environment.
20. Report unnecessary clutter to Security.
21. Hold building meetings.
22. Listen to resident inquiries and know where to find help.
23. Post rules/regulations on your bulletin boards for Trash/Recycle items, bulk item pick up dates, Rec Room usage, laundry room guidelines in addition to clutter in the garage.
24. Be familiar with "common" area breezeway and walkway guidelines for plant placement and other articles owned by residents.
25. Post the GVA meetings flyers prior to the meeting and the GVA meetings minutes and send this info via email to residents who have Email addresses.