



Welcome to the Community Association of Amelia Island Plantation

Chief Operating Officer Position Open - Apply by June 10, 2016



Amelia Island Plantation Community Association (AIPCA) seeks a Chief Operating Officer who will be responsible for leading and directing the Association's day-to-day operations and for providing guidance and support to the Board of Directors as it defines policy and sets strategic goals for the community.

Amelia Island Plantation

Amelia Island Plantation is located on the southern end of Amelia Island, a barrier Island in Nassau County, just off the northeast coast of Florida and about 30 miles northeast of the Jacksonville International Airport.

Covering 1,383 acres and 3.5 miles of beach, the 40+ year-old upscale, mixed use resort and residential community is rich in recreational amenities and stunning natural beauty. Access to Amelia Island Plantation is entirely gate-controlled with the main gate staffed 24 hours a day.

There are 2,178 residential units in Amelia Island Plantation – 1,151 condominiums; 739 single family homes; 158 vacant lots; and 130 units at Osprey Village, an adjacent senior-living community. Of these, approximately 740 units are permanently occupied and 1,150 are used seasonally or occasionally. Although not an age-restricted community, approximately 85% of the population is over 55 years of age.

The three key components of AIP are the Amelia Island Plantation Community Association (AIPCA), the Omni Amelia Island Plantation Resort (the Resort) and the Amelia Island Club (the Club).

AIPCA provides services and amenities to all residential and commercial property owners. Commercial owners include the Resort, the Club and Osprey Village. There are 33 condo, home and property owners associations within AIP that provide services to their members.

As the master association, AIPCA manages \$10 million of physical assets (including two community centers, parks, beach access points, common areas, lakes and ponds, roads, trails, bridges, drainage, landscaped rights of way, security gates and fencing), maintains community standards and provides security to the community.

The Resort provides luxurious oceanfront accommodations (440 rooms), multiple pools, championship golf, world-class tennis courts, a full service spa, a shopping village, many dining options, two fitness centers and outstanding conference facilities. Omni has its own loss prevention security staff.



The Club offers golf, tennis and social memberships. Its Ocean Clubhouse features full dining and banquet facilities, adult and kiddie pools and club service on the beach. Its Long Point course also has a clubhouse with full dining. Club members also have access to the Resort's facilities.

The COO Position

The Chief Operating Officer reports—through the AIPCA president—to an 11-member Board of Directors. Nine directors are elected by the Association membership. They serve staggered three-year terms, with three directors elected each year. The remaining two directors are appointed by the Resort.

Approximately 200 volunteer community members serve on 14 Board appointed committees. The COO works with these committees on a variety of operational and strategic issues.

Castle Group is the management company for AIPCA. Castle maintains a local office on Amelia Island with a staff of six that is supported by the home office in Plantation, Florida. Under the direction of the onsite general manager, Castle Group administers AIPCA'S financial operations (including collecting member assessments, accounts payable, payroll, and financial reporting), maintains the Association's physical assets and oversees contractors under the Project Manager; and, under the Community Life Director, organizes community activities and events in conjunction with committee volunteers. The Castle Group General Manager reports to the Chief Operating Officer.

In addition to the COO, AIPCA staff includes a security director, who leads the 26-person security force, a communications director and an administrative assistant.

In 2016, the Association has a budget of \$4.4 million. Operating expenses total \$3.4 million and the remainder

is budgeted for capital projects. Additionally, AIPCA expects by mid-2016 to have \$3 million in reserves earmarked for recovery from storm damage or other unexpected contingencies.

The COO serves as an ambassador from Amelia Island Plantation to the communities surrounding Amelia Island Plantation, including local municipalities and Nassau County, as well as critical state and federal agencies and elected officials.

Requirements

Candidates must have strong problem-solving skills and be able to contribute to the community's strategic planning process, led by the Board of Directors. Outstanding communication skills are critical.

The ideal candidate will have a bachelor's degree in management or a related field, along with at least seven years of progressively more responsible management experience in a large scale community association or a local government. Strong financial skills and experience preparing budgets are necessary.

Candidates who do not possess a Florida Community Association Manager's license will be expected to obtain one within six months of being hired.

The Board strongly desires the COO reside in the local area. Residence within Amelia Island Plantation is not required.

Compensation

Starting salary for the Chief Operating Officer will be in the range of \$150,000 commensurate with the candidate's experience. AIPCA offers a bonus plan and excellent benefits, including a car allowance and membership in the Amelia Island Club.

Living in the Area

Amelia Island is regularly listed as one of the top island destinations in the United States, including Trip Advisor's 2016 Travelers' Choice awards. Its pristine environment, 13 miles of uncrowded public beaches, and year-round events and festivals, including the prestigious Concours d'Elegance, the Isle of Eight Flags Shrimp Festival and jazz, chamber and blues music festivals, annually attract 500,000+ visitors.

The island is a short drive (about 30 to 40 minutes) from the rapidly growing Jacksonville metropolitan area and its many attractions, including theater, symphony, museums, the Jacksonville Zoo and the NFL's Jacksonville Jaguars.

Within Amelia Island Plantation, home prices start in the \$200,000s for a two-bedroom condominium and rise to the multiple millions. A nice home in AIP will likely cost between \$400,000 and \$700,000. Outside AIP, prices vary widely. However, a very, very nice three-bedroom home may be obtained for \$300,000.

Local public schools are part of the A-rated Nassau County School District. On Amelia Island, there are two public elementary schools, a middle school and a high school. The island is also home to very good private schools, including St. Michael's Academy and Amelia Island Montessori School. Opportunities for advanced education abound with 16 colleges and universities located within an hour's drive.

Amelia Island residents have access to Jacksonville's world class health care facilities





which include UF Health Jacksonville, Baptist Health, St. Vincent's Medical Center and a branch of the renowned Mayo Clinic, all located within 45 minutes of the island. In addition, Baptist Medical Center Nassau is located on island only 15 minutes from AIP.

Amelia Island offers a year-round temperate climate. The annual average high temperature is 77.5 degrees (F) and the low is 60.2. July typically is the warmest month and January the coolest. Summer is wetter than winter, with September typically having the highest rainfall.

How to Apply

Interested applicants should e-mail cover letter and resume to Recruit45@cb-asso.com by June 10th. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at (561) 707-3537 or Lynelle Klein at (425) 658-7025.

The AIPCA is an Equal Opportunity Employer and encourages women and minorities to apply.

The Process Going Forward

Applicants will be screened between June 13 and July 11. It is expected that the selection of the Chief Operating Officer will be made after formal interviews are conducted in early August.

COLIN BAENZIGER  ASSOCIATES
EXECUTIVE RECRUITING