



## Building Captains Roles and Responsibilities

- Point of contact and welcome at your building.
- Be aware of handicapped people in your building in case of an emergency, power outage etc.
- Advise building occupants of pertinent information on such topics as trash, recycling, and pet rules.
- Notify property manager of rules violations.
- Notify staff or property manager of any building problems.
- Provide information on Board Members and Staff to any guests with questions.
- Each October the Captains shall provide the Association Treasurer with any special needs of their building for consideration by the budget committee.

Jupiter Bay Board of Directors