



COMPLIANCE INSPECTOR

HOA Community Solutions is seeking a dependable, detail-oriented **HOA/COA Compliance Inspector** to conduct routine property inspections for associations that contract for compliance inspection services. The assigned communities are located throughout the service area between Poulsbo and Renton, Washington.

This position requires traveling to assigned communities in a company-provided vehicle, conducting thorough visual inspections by driving or walking the property as appropriate, and documenting findings in our property management software, Vantaca.

The Compliance Inspector helps maintain community standards by identifying and objectively documenting potential violations of each association's governing documents, including covenants, conditions, and restrictions (CC&Rs), rules and regulations, and architectural guidelines. The ideal candidate is observant, organized, comfortable working independently in the field, and able to manage an inspection schedule effectively.

This role requires regular driving in a company-provided vehicle, proficiency with smartphones and computers, accurate recordkeeping, and sound professional judgment when working in residential communities.

RESPONSIBILITIES

- Develop and maintain a basic understanding of the homeowners and condominium association management industry.
- Conduct scheduled drive-through and walk-through inspections of assigned HOA and condominium communities.
- Review and become familiar with each community's governing documents, rules, and inspection guidelines before conducting inspections.
- Perform thorough visual inspections and objectively document potential compliance concerns, including:
 - Landscaping and exterior maintenance
 - Improper storage of garbage and recycling containers
 - Unauthorized exterior modifications
 - Parking and vehicle-related concerns
 - Exterior property conditions
 - Other community-specific rules and restrictions
- Inspect all association common areas and document observed maintenance needs, damage, safety concerns, or other conditions requiring the manager's attention and communicate all relevant findings to the community association manager.
- Document violations, corrections, remedies, and other relevant status updates.
- Take clear digital photographs and enter complete, accurate inspection notes in Vantaca.
- Conduct re-inspections to determine whether previously documented compliance concerns have been corrected.
- Submit inspection findings and reports to the appropriate community association manager for review and follow-up.

- Communicate questions, unusual circumstances, concerns, and inspection updates to the appropriate manager or team member.
- Maintain accurate records using Vantaca and other third-party technology, as well as Microsoft Excel and Word.
- Create and maintain the Compliance Inspection Calendar.
- Draft and review compliance notices prior to escalating to the Compliance Department after initial review.
- Remain professional, courteous, and neutral while working within residential communities.
- Follow established inspection procedures, schedules, and escalation protocols.
- Track the company vehicle's maintenance needs and schedule and transport the vehicle for required service.
- Perform other related duties as assigned.

REQUIREMENTS

- High school diploma or General Education Degree (GED).
- At least one year of customer service experience and training, or an equivalent combination of education and experience.
- Valid driver's license and satisfactory driving record.
- A safe and secure location to park the company vehicle when it is not in use.
- Proficiency with smartphones, tablets, mobile applications, GPS, email, and digital photography.
- Fundamental knowledge of Microsoft Office, including Word, Excel, and Outlook, as well as basic internet functions.
- Strong attention to detail, observational skills, and accuracy.
- Excellent organizational and time-management skills.
- Ability to work independently, remain self-directed, and complete inspections according to schedule.
- Strong problem-solving and deductive-reasoning skills.
- Excellent customer service and interpersonal skills.
- Clear, professional, and articulate verbal and written communication.
- Ability to read, understand, and consistently apply written community rules and inspection guidelines.
- Ability to handle sensitive situations with professionalism, discretion, diplomacy, and sound judgment.

PREFERRED QUALIFICATIONS

- Previous experience in homeowners' association management, condominium association management, property management, inspections, compliance, code enforcement, or a related field.
- Familiarity with HOA and condominium governing documents, including CC&Rs, rules and regulations, and architectural guidelines.
- Experience using Vantaca or similar property management or inspection software.
- Knowledge of residential property maintenance standards.

PHYSICAL AND WORK REQUIREMENTS

- Ability to drive for extended periods and travel regularly throughout the Poulsbo-to-Renton service area.
- Ability to walk through residential properties and community common areas when required.
- Ability to work outdoors in varied weather conditions.
- Ability to use a smartphone or tablet while conducting field inspections.
- Ability to manage a schedule involving multiple communities and travel locations.

COMPANY VEHICLE

A company-owned and insured vehicle is provided for compliance inspections. The employee must provide proof of current automobile insurance and maintain a safe location where the company vehicle can be parked when not in use. The employee will also be responsible for tracking the vehicle's maintenance needs and scheduling and transporting it for required service.

COMPENSATION & BENEFITS

- The Compliance Inspector position is 40 hours per week, with flexible start and end times Monday - Friday.
- Starting hourly range is \$25 - \$28 per hour, based on experience. (Non-exempt position)
- Job performance will be reviewed at 30-, 60-, and 90-days
- Eligible for health, vision, and dental benefits on the first of the month following 60-day completion.
- Employees are eligible to open a 401K to which the employer contributes up to a 4% match.
- Accrue PTO as follows:
 - Years 1- 2: 1 hour of PTO for every 40 hours worked.
 - Years 3-5: 2 hours of PTO for every 40 hours worked.
 - Year 5+: 3 hours of PTO for every 40 hours worked.

QUESTIONS? OR TO APPLY FOR THE POSITION:

Please contact Loretia Goetz for more information: laretia@hoacommunitysolutions.com