

### **Board Position Responsibilities (some specifics)**

In addition to what is stated in the Declaration & Bylaws the Board has the following responsibilities:

President: controls and operates the all meetings of both the Board and the Association, and serves as liaison to the Management Agent. The President customarily signs all contracts on behalf of the Association. As the most visible representative of the Board the President will become a sounding board for many of the unit owners.

Vice President (if a position): presides in the absence of the President. May coordinate all standing committees and meet with the various committee chairs to assure functioning as per Board's goals.

Treasurer: responsible for overseeing the Association's financial affairs. Ensures that transactions regarding assigned assessments, collections, and actions on collecting delinquent accounts are properly assigned to the current unit owner roster. Assists in the selection of an auditor for the annual report to unit owners. Active role in the preparation of the annual budget proposal.

Secretary: official record keeper. Takes and keeps accurate minutes of ALL meetings and files them in a minutes ledger.

A Board cannot delegate its responsibility of its decisions. The Board is always responsible, but it can delegate authority to act/ implement their decisions on the behalf of the Association.

A board may implement its own decisions – or delegate implementation to a manager, committees, individual owner volunteers or an independent contractor.

### **Committee Responsibilities (some specifics)**

Committee's role is to assist the Board and the Agent in meeting the Association's responsibilities and broaden the community's input on decisions. Committees are comprised of unit owners that volunteer or are chosen by the Board because of the unit owner's familiarity or expertise with a committee topic.

Municipality Liaison Committee: At the direction of the Board the committee may attend municipal, county and other council meetings to ensure proper representation for the community.

Architectural Review Committee: The Committee comes up with a plan for handling the requests of owners regarding their desired changes to the common areas. The Agent's responsibility is to communicate and enforce the Committee's plan.

Committee Examples: Elections; Nominations; Budget/Finance; Grounds; Social/Welcome; Newsletter; Recreation; Public Relations; Rules/ Dispute resolution; and ad hoc committees to explore single issues e.g. parking regulations, investment guidelines, redecoration of common areas, structural & capital projects (Additionally, your Declaration & Bylaws may contain committee examples).

**The Board of Directors Provide for the Following:**

Provide the goals, plans, policy, standards, procedures, programs, direction and budget for the Association while the Agent provides management resources, expertise and recommendations to the Board for both current and future needs of the property.

Determine which services can be handled by membership volunteers or on-site staff (if applicable) before assigning tasks to a fee based alternative such as the management company or an outside contractor.

Works towards understanding the Association's governing documents and applicable laws to manage the Association properly.

Follow the will of the majority while balancing the needs and obligations of the community.

Ensure open communication among the residents is maintained; educate them as required.

Conduct open, fair and well-publicized elections. It is the Board's responsibility to ensure that meetings are productive and not social gatherings.

The Board shall seek the advice of qualified professionals as required; remember that the Agent is not a Lawyer, CPA, Architect or Reserve Analyst, etc.

Board Members & Agent will implement & update community reserve studies to prepare for future large repair and replacement projects.

In a non-emergency situation the Agent will provide Board Members with bid results and a recommendation. It is the Board's choice on which contractors to use. The Board should be aware that choosing the lowest bidder may not be the best value and could result in deficiencies in material or finish that are due to the low price.

The Board is responsible for choosing which rules and regulations are enforced by the Agent.

The Board's responsibility is to clarify the wording in the Declaration & Bylaws, rules & regulations; drafting or revising the documents using "lay" language or supplementary materials as needed.

All the Board Members must provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g. board and committee members. If the Board decides to hire its own contractors who are colleagues, family or friends, the Agent, at the Agent's discretion, may have the Board sign a letter releasing the Agent from responsibility from such projects where this conflict exists.

The Board must make timely decisions to keep the Association in compliance with laws, ordinances, insurance or in the handling of emergency repairs; the Agent, at the Agent's discretion, may have the Board sign a letter releasing the Agent from responsibility from such projects when the Board prevents the Agent from making timely decisions.

The Board must increase common charges or levy adequate special assessments to ensure proper operation of necessary community services; the Agent, at the Agent's discretion, may have the Board sign a letter releasing the Agent from responsibility from such projects where this conflict exists.