RESPONSIBILITIES OF TWIN LAKES ESTATES BOARD OF DIRECTORS

For those considering a Board position, understanding the responsibilities of the Board of Directors is important. You will be making a two-year commitment to the well-being of the community and a pledge to help preserve property values.

- Manage the association's finances; this includes creating the annual budget, collecting assessments, paying the bills, and making financial decisions that align with the best interests of our community.

- Oversee the physical well-being of our community; this includes landscaping and maintenance of our common areas, street lighting, oversight of the Architectural Control Committee, and infrastructure repairs. This duty extends beyond routine maintenance; board members must strategically plan for significant capital repairs and improvements, demonstrating foresight and careful financial planning.

- Keep residents well informed about the association's activities, decisions, and financial matters. Quarterly BOD meetings, newsletters, emails, and our website are all tools that help share information and ensure residents have access to governing documents and other essential information.

- Become familiar with both the governing documents of TLE and with Chapter 720 of the Florida Statutes, also known as the Homeowners' Association Act. All of our documents can be found on our website. Go to: www.twinlakesestates.net. To access the state laws, go to: www.leg.state.fl.us/statutes and find Chapter 720 Homeowners Associations.

- In addition to these ongoing responsibilities, board members are required to enhance their knowledge and skills through continuous education. Newly elected board members must complete the required board member certification class within the 90- day window after their election. Additionally, directors must complete at least 4 hours of continuing education classes each year. These classes are easily accessed online.