

An aerial photograph of a suburban residential neighborhood. The houses are arranged in a grid-like pattern, featuring light-colored exteriors and prominent red-tiled roofs. The streets are paved and lined with young trees and streetlights. In the background, there are rolling hills with sparse vegetation under a clear sky. The overall scene is bright and sunny, suggesting a clear day.

*Board Member Roles
and Responsibilities*

Board Duties

- Manage the association
- Act on behalf of the association
- Enforce governing documents
- Maintain and protect the association
- Maintain association's financial stability
- Ensure adequate insurance is purchased
- Enter into contracts for services
- Create and supervise committees
- Conduct annual meetings and board meetings
- Familiarize yourself with Davis-Stirling Act

What is the Davis-Stirling Act?

The Davis-Stirling Act is the portion of the California Civil Code which governs all condominiums, cooperatives, and planned developments in California



BOARD OF
DIRECTORS

- **Act as a fiduciary to the HOA**
- **Exercise proper care in decisions**
- **Enforce governing documents**
- **Seek and rely on advice of professionals**



Other Duties

- Establishes policies and procedures
- Makes business and legal decisions
- Establishes budget and assessments
- Enters into contracts and agreements
- Approves contracts
- Adopts and enforces rules
- Directs and oversees property manager
- Maintain the common areas
- Maintain HOA's financial stability



Property Manager

Assists the board of directors by:

- Implementing board decisions
- Enforce governing documents
- Administering services, programs, and operations of HOA
- Fulfilling any other terms of the contract
- Providing information and assistance to the board
- Must be familiar with state and civil codes and HOA's governing documents

Standards of Conduct

- Fiduciary Duty
- Duty of Care
- Duty of Loyalty
- Business Judgment Rule
- Refrain from all potential conflicts of interest
- Keep all confidential Board information confidential
- Respect and support majority decisions of Board
- Approach all Board issues with an open mind
- Do nothing to violate trust of HOA members
- Ensure HOA is well maintained and financially secure

Duty of Care

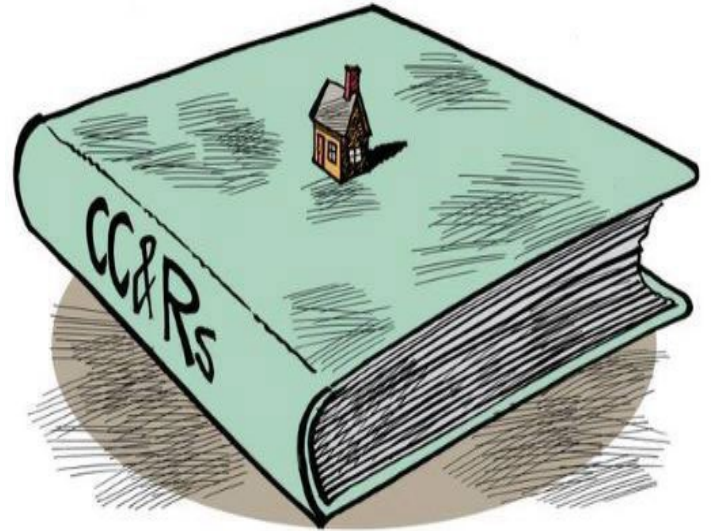
- Attend board meetings regularly
- Consider serving on a committee
- Exercise independent judgment
- Act in the best interest of the association and its members
- Obtain adequate information
- Rely on experts
- Delegate authority to act

Duty of Loyalty

- Refrain from all potential conflicts of interest
- Treat information gained as a board member with confidentiality
- Must act in the best interest of the HOA, even if it conflicts with a board member's best interests

Understanding Most Important Governing Documents

- **Declaration or CC&Rs** – Defines the essential elements of ownership
- **Articles of Incorporation** – Establish the association as a corporation
- **Bylaws** – Establish governing regulations for the administration and management of the association



Board President

- Chief executive officer of the association
- Represents the board before the membership
- Creates the agenda for meetings*
- Helps prepare budget with Treasurer and the Property Manager
- Co-signs checks with Treasurer
- Presides at all meetings of the Board and the HOA
- Signs all official documents of the HOA
- Acts as the liaison between the board, property manager, attorney and accountant
- Acts as an ex-officio member of all committees

*In collaboration with the Property Manager

Vice President

- Performs the duties of the President if the President is absent
- Appears on President's behalf if President is not able to do so
- Works with the President to be able to take on responsibilities of his/her role after the President's term is complete
- Acts as Board liaison to various committees
- Performs other duties as required in the Bylaws

Secretary

- Certifies all meeting minutes and election results
- Prepares board meeting minutes*
- Ensures that meeting agendas are prepared and distributed*
- Makes sure the property manager maintains copies of all the Meeting Minutes and all official records
- Responsible for all official HOA communications*

*This task can be delegated to the Property Manager

Treasurer

- Responsible for collection of and expenditure of HOA assessments*
- Reviews and and monitors HOA financial reports
- Signs checks and promissory notes
- Recommends investment policies based on professional advice
- Prepares annual budget, collection policies, and year-end financial statement to the Members*
- Ensures that records of all financial transactions and roster of delinquent accounts is maintained

*This task can be delegated to the Property Manager

A yellow sticky note is pinned to a blue background with two red pushpins. The text 'Helpful Tips' is written in a large, black, handwritten font on the note.

Helpful Tips

- Read the management contract
- Know your association documents
- Plan out your year with your manager:
 - Financial reports due (by 15th of month)
 - Insurance renewal
 - Budget adoption (3 – 4 months in advance)
 - Annual Meeting
 - Regular board meetings
- Communicate with your residents