

**Latitude Homeowners Association
Board of Directors
Responsibilities and Duties**

Table of Contents

Board Responsibilities	2
Board Duties	2
Association Leadership	3
President	3
Vice President.....	3
Secretary	3
Treasurer	4
Member At Large	4

|

Board Responsibilities

The Board of Directors is responsible for the affairs of the Association and shall have all the powers and duties necessary for the administration of the Association's affairs. The responsibilities include (but are not limited to):

1. Fairly and uniformly enforcing (by legal means, if necessary) the provisions of the Covenants, Conditions and Restrictions (CC&R's or Declaration), the Bylaws and the Rules and Regulations.
2. Making and amending Rules and Regulations for the Association.
3. Opening of bank accounts on behalf of the Association and designating the signatures required.
4. Preparation and adoption of an annual budget.
5. Levying assessments to fulfill Association financial responsibilities and the Common Expenses.
6. Responsibly providing for the Association's long term health through properly documented and funded Reserves, working from a long term plan, and working to facilitate seamless succession of Directors.
7. Collecting the assessments.
8. Paying the cost of all services rendered to the Association or its Members.
9. Keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration.
10. Obtaining and carrying insurance against casualties and liabilities, including directors' and officers' errors and omissions.
11. Providing for the operation, care, upkeep, and maintenance of all of the Areas of Common Responsibility.
12. Making, or contracting for the making of repairs, additions and improvements to, or alterations of the Common Areas.
13. Designating, hiring, and dismissing the personnel necessary for the maintenance, operation, repair, and replacement of the Association, its Property and the Area of Common Responsibility.
14. Assist in the resolution of disputes between owners.

Board Duties

The duties of each Board Director include:

- Come to each meeting prepared; ready to have concise discussions prior to making decisions.
- Attend all Board meetings.
- Be on time.
- Respect your fellow Board members.
- Accept and support the President as the leader.
- Be open-minded, fair and thoughtful.
- Be familiar with the Association's documents, contracts and finances.

- Make decisions that are for the good of the entire association; avoid any semblance of self-dealing.
- Understand and respect the roles of the officers, Board of Directors, Association Director, Committee Chairs, homeowners, and the Property Management Company

Association Leadership

- **Provide leadership to the Association**
 1. Make it possible for others to participate.
 2. Motivate owners/residents to volunteer.
 3. Initiate ideas and activities.

President

- **Provide leadership to the Board of Directors**
 1. Chair all meetings effectively.
 2. Work with Association Director to set agenda for meetings.
 3. Guide other Board members in fulfilling their roles.
- **Running of the meeting:**
 1. Come to each meeting prepared.
 2. Call the meeting to order on time.
 3. Understand parliamentary procedure - the rules you will use.
 4. Follow the agenda.
 5. Take charge - tell everyone the topics and the rules.
 6. Recognize members who are entitled to the floor.
 7. Maintain order throughout the meeting.
 8. Provide for participation and feedback.
 9. Facilitate decision on matters under discussion.
 10. Expedite business fairly.
 11. Establish date, time and place for next meeting.
 12. Conclude meeting at appropriate time.
- **Sign Association Documents and vendor quotes as needed upon approval from Board.**

Vice President

- **Fulfill the duties of the President in presiding over meetings during his/her absence.**
-

Secretary

- **Maintain Association Record Book.**

- **Take minutes of all meetings.**
Including:
 1. All matters brought before the Board (whether adopted, deferred, rejected, etc.) Be concise, yet accurate.
 2. Date and place of meeting.
 3. Time meeting started and adjourned.
 4. Board members attendance.
 5. Motions, actions taken or resolutions (word for word). [Do NOT record other discussion verbatim.]
 6. Who cast a dissenting vote if that person asks you to do so.
 7. Who abstains from voting if that person asks you to do so.
 8. If motion passes by unanimous vote or by consensus.
- **Facilitate minutes review, approval and posting.**
 - Send minutes to Board and Association Director at least one week prior to the Association meeting requesting review and feedback on changes.
 - Send minutes to Web Master within 1 week of approval to have them posted on the association site in a timely manner.
- **Fulfill the duties of the President in presiding over meetings should the President and Vice President be absent.**
- **Sign certain Association documents.**

Treasurer

- **Serve as financial voice of the Board of Directors.**
- **Review and monitor Association's financial statements.**
 - Provide analysis to the Board on variances and watch areas.
 - Provide guidance to the Board on ability to absorb additional spending within the approved budget.
- **Work with Association Director to draft annual budget.**
- **Monitor Association's collection policies and delinquencies.**
- **Manage Association's investment policies.**
 - Investigate investment options.
 - Provide recommendations to the Board.
 - Implement investment plan.
- **Monitor Association's replacement reserve program.**
 - Work with Association Director on annual study.
 - Facilitate development of annual reserve spending plan.
 - Monitor annual reserve spending against plan.
- **Sign vendor quotes in President's absence upon Board approval of the work.**

Member At Large

- **Fulfill the duties during meetings of other Board members (except the President) upon request during his/her absence**