



# NOW YOU ARE ON THE BOARD....

## A Guide for Board Members of Condominiums, Cooperatives, and Homeowner Associations.

### YOU AND YOUR COMMUNITY ASSOCIATION

As a member, you have an opportunity to make a positive impact on your community. The decisions you make may not always be appreciated by all association members. To be successful, you need to learn the “how to’s” of association leadership, such as

- how to make your community a model place to live.
- how to assure your members that you are listening to them and acting judiciously in their behalf.
- how to fund good major equipment replacements.
- how to fund major cash reserves.
- how to fund good major road replacements.
- how to adopt workable rules for using the common property and to enforce them effectively and peaceably.

In essence you and your board need the knowledge and skills and the will to achieve great board performance.

### FIRST CLARIFY...THEN EVALUATE

The first steps to great board performance is clarifying your board’s job. The checklists presented here are intended to help you do just that. They cover most of your important job responsibilities.

For the most part, these checklists will apply to virtually any association. To use them for your association, simply modify or delete items as appropriate.

You can use your modified checklist to evaluate your board to see how you’re doing...and how you compare with other associations with which you are networking. If you self-evaluate quarterly, you will see if you’re improving, too.

### EVERY BOARD MEMBER

- Talk with your association members, address their concerns, and inform them of actions taken.
- Fulfill your fiduciary responsibility by acting in the best interest of the community and its members, not in self-interest.
- Attend all of your board meetings and make business-like judgments.
- Always support your board’s decision and the efforts of your officers.
- Enhance your effectiveness by using outside publications, networking opportunities and CAI-CT.

### THE PRESIDENT

As chief executive officer, board chairman and membership meeting moderator:

- Think as a team leader in working with, delegating to, and following with the directors, committees and management staff.
- Prepare and conduct orderly, objective, business-like meetings with advance agendas and no surprises.
- Have treasurer prepare and issue financial statements periodically.



[www.caict.org](http://www.caict.org)

## **THE BOARD**

Your board governs your community and services it by adopting, implementing, monitoring and adjusting the policies, programs and services of your community association. This involves job items in eight association functions.

### **1. Mission of the Association**

- Adopt a mission statement. For example: “To protect, preserve and enhance the quality of life of the people and the value of the property owned by the members individually and collectively.”
- Proclaim it consistently and widely.

### **2. Goals and Objectives of the Association**

- Adopt and annually update a statement of long-term goals and short-term objectives.
- Establish and achieve a schedule for short term objectives.
- Budget for long-term goals. (I.e. capital improvements)

### **3. Community Governance**

- Conform the association’s legal documents, rules and operations with state and local laws and regulations.
- Always comply with your bylaws.
- Conduct fair elections with advance notice of nominations and the right to additional nominations by petition per association by-laws.
- Adopt a workable committee system based on association functions and guide committee activities.
- Adopt appropriate and workable rules and standard practice and monitor their enforcement.
- Adopt, monitor and maintain a comprehensive association manual (current legal documents, resolutions, rules, and standard practices for maintenance , contracting, etc.)
- Conduct open board meetings on a publicized schedule.

### **4. Communication and Service**

- Hold brief regularly-scheduled meetings with an advisory council of representatives of the main community sectors, such as a representatives form each building or neighborhood.
- Deliver a newsletter to all owners and occupants at least quarterly.
- Hold interesting, business-like membership meetings at least semi-annually.
- Deliver a useful owner/occupant manual at least every other year.
- Provide a basic information flyer to sellers and buyers of individual properties.

- Provide suitable social, recreational and informational programs, if appropriate.

### **5. Administrative Management**

- Adopt a workable administrative management system to fit the community’s needs.
- Appoint, hire, or contract for competent personnel.
- Maintain an association office, or at least a permanent Post Office Box and phone number.
- Monitor management performance.
- Monitor contract administration including adequate specifications, competitive bidding, contractor’s warranties, casualty insurance and workers compensation.

### **6.. Financial Management**

- Adopt an effective and secure financial management system.
- Adopt a budget and monitor adherence.
- Establish and fund adequate reserves for major repairs and replacements, and adjust the needs annually.
- Monitor assessment collections, disbursements and cash management.
- Insure filing and payment of taxes on income and property as required.
- Provide a professional annual audit of financial statements and records.

### **7. Risk Management**

- Adopt and monitor adequate procedures for security and emergencies.
- Provide adequate indemnity insurance for officers and directors.
- Monitor insurance coverage for the common element of the association.
- Monitor dispute resolution and litigation to control costs.

### **8. Property Improvement and Use**

- Adopt and monitor a maintenance program for the community property.
- Adopt an architectural control program for individual properties and monitor its enforcement.
- Adopt rules and regulations for the use of the common areas and individual properties and monitor their activities..

**CAI-CT** *Building the Best Communities in Connecticut*  
**Visit [www.caict.org](http://www.caict.org) today!**