

Board Of Director Functions at Westchase Association

Your homeowner association has responsibility for its common elements as well as the management and operation of its business affairs - - all in accordance with standards established by the governing documents created when the community was first developed.

Your Board of Directors carries out these duties and responsibilities. The Board is an elected body, elected periodically by the owners in general. After the board is elected, they select positions among themselves. At a minimum a President, Secretary, and Treasurer are selected. Other Board members provide ad hoc and advisory services.

Members of your Board serve without compensation. The Board's authority includes all of the powers and duties enumerated in general law, as long as these powers are not inconsistent with the provisions of the Declaration and Bylaws governing the association. Below is a summarized list of the Board's responsibilities.

- Meet periodically
- Collect, process and deposit homeowner dues and other receipts
- Manage a collection process to resolve delinquent accounts
- Pay only legitimate expenses and costs of the association
- Uphold the Rules and Regulations, Bylaws and Declaration
- Establish policies for the operation of the association
- Produce complete monthly financial statements
- Forecast capital repair costs
- Develop short and long term operating budgets
- Maintain all files and records of the Association
- Maintain common areas
- Manage common utilities such as water, gas and garbage
- Conduct annual homeowner meetings
- Retain providers of the following services: landscaping, pool, structure and other common element maintenance needs.

Below is a general description of each officer's duties. Your Bylaws provide a more complete list of duties, should you care to look further into this topic.

PRESIDENT

Your president is vested with all the powers generally given to the chief executive officer of a corporation. He or she presides at all meetings of the board and the membership.

The president will execute contracts, orders and other documents in the name of the association as its agent.

The president also assumes general charge of the day-to-day administration of the association and has the authority to order specific actions in furtherance of the Board's policies. The president serves as spokesman for the Board of Directors in most matters relating to general association business.

VICE PRESIDENT

The vice-president is vested with all the powers which are required to perform the duties of the association president in the absence of the president.

The vice-president may assume additional duties as are defined by the Board.

SECRETARY

Your secretary is responsible for keeping and maintaining a record of all meetings of the Board and the membership, and is the custodian for most of the official records of the association.

TREASURER

Your treasurer is the custodian of the funds, securities and financial records of the association. Your association has delegated the actual handling of the funds on a daily basis to the managing agent. Because of this, your treasurer's duties include overseeing the managing agent to insure that the financial records and reports are properly kept and maintained.

The treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report.

Since the day-to-day record keeping functions of the association have been delegated to your managing agent, your treasurer does not perform, but is ultimately responsible for insuring that the financial records of the association have been maintained properly in accordance with sound accounting practices.

Q: Can I attend a Board Meeting?

A: Absolutely. The only part of a meeting that is usually closed to homeowners is the executive session in which the Board discusses issues such as owner delinquencies, collection efforts, or sensitive issues regarding resident behavior that should not be made public.

Q: When does the Board of Directors hold its meetings?

A: Your Board of Directors holds periodic meetings throughout the year. Email Management if you would like to know when the next meeting is scheduled.

Q: Can I address the Board at their Meeting?

A: Yes. Normally a written request is needed. Please email Management several days before the proposed meeting with your agenda item so it can be included in the formal agenda.