

Board & Management Responsibilities

Show up. Review. Vote. Go back to life.

Management prepares the decisions, carries out the authorized work, and owns the follow-through. Board participation happens primarily at scheduled meetings.

COMMUNITY BUSINESS	MANAGEMENT DOES	BOARD AT MEETINGS
Budgets & finances	Prepares budgets and reports; explains choices; administers approved financial processes.	Review. Vote. Give feedback.
Maintenance & repairs	Identifies needs, obtains proposals, schedules authorized repairs, and follows through.	Review. Vote when needed. Give feedback.
Vendors & contracts	Develops scopes, compares bids, recommends options, and manages service follow-up.	Review. Vote when needed. Give feedback.
Large projects	Organizes experts, proposals, schedules, communications, and completion follow-up.	Review. Vote. Give feedback.
Rules & enforcement	Inspects, documents, administers the process, prepares decisions, and communicates results.	Review. Vote where assigned. Give feedback.
Architectural requests	Collects applications, organizes authorized review, communicates decisions, and follows up.	Review and vote where assigned. Give feedback.
Homeowner communication	Answers questions, investigates concerns, sends communications, and owns follow-up.	Review significant matters. Give feedback; vote if needed.
Board meetings	Prepares the agenda, packet, and recommendations; records decisions and executes them.	Attend. Review. Ask questions. Vote. Give feedback.
Professional services	Organizes information, coordinates approved experts, and tracks their deliverables.	Review advice. Vote when needed. Give feedback.
Progress & accountability	Maintains the action list, pursues outstanding work, and reports results at meetings.	Review results. Give feedback; vote if needed.

BETWEEN MEETINGS, MANAGEMENT KEEPS WORK MOVING.

Routine decisions are planned for meetings. Directors do not maintain the action list, chase vendors, or coordinate daily operations.

PROJECT WALKTHROUGH

Occasionally, management arranges a walkthrough for board satisfaction feedback.

EMERGENCY CONTACT

The Community Manager may contact the President when involvement is needed.

RARE EXTRA DECISION

Email votes should be exceptional: perhaps once or twice a year when needed.*

*An operating expectation, not a guaranteed limit. Services and decision authority follow the agreement, governing documents, and applicable law. Qualified professionals perform specialized work.