

# Policy and Procedure

## Duties of Board Members and Officers

### **Background:**

In order for a condominium association to function well and serve its purpose, the roles of the COA board members need to be clearly understood. The board of directors has retained a management company who handles day-to-day operations of the Association as directed by the President and overseen by the BOD.

### **Objective:**

To provide a clear chain of command of the association to prevent misdirection and misinformation from being provided to owners, tenants, and vendors.

### **Policy:**

1. Pursuant to Article X of the Association Articles of Incorporation, the operation of the association shall be vested in three executive officers, namely the President, the Secretary, and the Treasurer, who shall be elected by the Board of Directors in accordance with the By-Laws (collectively, the "Officers") The Officers shall have the specific powers and authority to take such actions, as may be enumerated in the By-Laws or as may be authorized in writing from time to time by the Directors.
2. The Association has engaged a management company and assigned powers to carry out management duties of the association in accordance with and including the exemptions listed in section 5.1(P) of the By-Laws.
3. All communications with owners, residents, and vendors transmitted from the Association shall be by the management company or the appropriate officer. Unless an officer, no Director should have contact with owners, vendors, tenants, or inspectors on behalf of the association without the express written direction from Management. If a director is engaged by an owner, vendor, tenant, or inspector, said director is charged with solely and directly referring them to Management or the President to avoid miscommunication or misdirection.

### **Procedure: Duties of Officers**

1. **President.** The President of the Condo owner's association essentially serves as the chief executive officer of the community. This officer is responsible for presiding over COA meetings and signs contracts, orders, and other documents on behalf of the association. The President of the COA is also responsible for handling day-to-day administration for the association and serves as the spokesperson for the community. Because the president serves at the will of the board of directors, he or she can be removed from office at any time if the majority of the board agrees.

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2. **Secretary.** The Secretary shall keep the minutes of all proceedings of the Directors and the members. The Secretary shall attend to the giving of all notices to the members and Directors and other notices required by law. The Secretary shall have custody of the seal of the Association and shall affix it to instruments requiring the seal when duly signed. The Secretary shall keep the records of the association, except those of the Treasurer, and shall perform all other duties incident to the office of the Secretary of an association and as may be required by the Directors or the President.
3. **Treasurer.** The Treasurer shall have custody of all property of the Association, including funds, securities, and evidence of indebtedness. The Treasurer shall keep books or account for the Association in accordance with good accounting practices, which, together with substantiating papers, shall be made available to the Board of Directors for examination at reasonable times. The Treasurer shall submit a treasurer's report to the Board of Directors at reasonable intervals and shall perform all other duties incident to the office of treasurer and as may be required by the Directors of the President. All monies and other valuable effects shall be kept for the benefit of the Association in such depositories as may be designated by a majority of the Board of Directors.
4. **Vice President.** The Vice-President shall exercise the powers and perform the duties of the President in the absence or disability of the President. He or She also shall assist the President, exercise such other powers, and perform such other duties as are incident to the office of the vice president of an association and as may be required by the Directors or the President.

**Directors at large.** Directors who are not elected officers have no assigned duties pertaining to the association's day-to-day operation and are considered Directors at large. Directors at large perform tasks as requested by or assigned to them by the motion of the BOD.

No director may take any action alone. Officers may only carry out task related to the specific office they are responsible for as defined herein and within the governing documents. All actions outside an officer's reasonable scope must be approved by a vote of the BOD and scheduled with the management company. Any action outside a director/officer's scope is treated as a blatant rule violation and subject to fining in accordance with the Enforcement Policy. (COC-003A)

Adopted by the Board on 3.21.23