

# Rights and Responsibilities for Better Communities.

## Principles for Homeowners and Association Leaders

### Homeowners Have the Right To:

1. A responsive and competent association.
2. Honest, fair and respectful treatment by the Board of Directors.
3. Participate in governing the community association by attending meetings, serving on committees and standing for election.
4. Prudent expenditure *of* fees and other assessments.
5. A community where the property is maintained according to established standards.
6. Receive communication addressing rules and regulations governing the community.
7. Appeal decisions assessing fines other than late fees.

### Homeowners Have the Responsibility To:

1. Understand and comply with the governing documents *of* the community.
2. Understand the maintenance responsibilities *of* the unit owner vs. the responsibilities of the association.
3. Maintain their property according to established standards.
4. Treat board members and service providers with honesty and respect.
5. Vote in community elections and on other issues.
6. Pay association assessments and charges on time.
7. Provide current mailing address to the association to help ensure they receive communications.
8. Ensure that those that reside on their property (e.g., tenants, relatives, and friends) adhere to all rules.
9. Install and maintain a working smoke detector.
10. Maintain a safe and clean fireplace chimney.
11. Provide real estate agents with all information (including your copy of the governing documents, budget, rules, resolutions, insurance agent, etc.) when you are listing your unit.
12. Understand that the property manager works under the supervision and direction of the board.
13. Properly maintain property in order to prevent insurance claims.
14. Maintain own insurance against loss.
15. Respect their neighbors.

### Community Leaders Have the Right To:

1. Expect owners to meet their financial obligations to the community.
2. Expect residents to know and comply with rules and regulations of the community and to stay informed by reading and retaining materials provided by the association.
3. Respectful and honest treatment from owners.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners.
6. Personal privacy at home, office and during leisure time in the community.
7. Take advantage of educational opportunities (e.g., publications, training, and workshops) that are directly related to their responsibilities.

### Community Leaders Have the Responsibility To:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interest of the community.
2. Exercise sound judgment and follow established business practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners.
4. Understand the association governing documents and become educated with respect to applicable state and local laws, and manage the association accordingly.
5. Establish committees or use other methods to obtain input from owners.
6. Conduct open and fair elections.
7. Encourage input from residents in issues affecting them personally and the community as a whole.
8. Conduct business in a transparent manner when feasible and appropriate.
9. Provide copies of appropriate records when feasible.
10. Contract for services to be provided by outside contractors and supervise their work.
11. Collect all monies due from owners.
12. Provide a process for appeal of decisions affecting financial responsibilities or property rights.