

Board Communications

Purpose: To promote harmony and clear lines of communication between Board members and between residents of the community.

1. The President of the Board is the official spokesperson for the Association. It is the duty of the President to represent the Association outside the community. Individual Board members should speak for the Association only when designated by the President of the Board of Directors.
2. All communication concerning the Board or the Association should be shared with the President. Unresolved questions of concern to the Board or the Association should be referred to the President for response.
3. Contacts with outside agencies by Committee Chairs should be limited to their specific areas of responsibility.
4. Issues and concerns brought to the attention of Board members by residents regarding the operation and management of the Association should be presented to the appropriate Committee or Committee Chair for consideration or to the Board for resolution.
5. Each Committee Chair will prepare reports including Committee agenda items, minutes of meetings, and recommendations of the Committee to the Board President prior to each Board meeting – and as appropriate distributed to Board members.
6. All expenditures will be limited to the line items that are approved in the annual budget. Funds may not be transferred from one line item to another without approval of the Board of Directors and/or the Treasurer. Any non-budgeted projects must be approved by the Board or submitted to the budget process. Unexpended funds from approved budget items will not be carried over to the next fiscal year without approval of the Board.
7. When a Committee Chair is not available in the community, that Chair should identify to the Board, another member of the Committee, who has authority to act during his/her, absence. Provision should be made for monitoring the “help line”. Each Committee should have a designated Vice-Chair to act on behalf of an absent Committee Chair. This person may be nominated by the Chair of the Committee subject to the approval of the Committee.
8. Each Board member should maintain a positive supportive attitude toward the community and the activities of each operating Committee. Be a cheerleader for your community.
9. As a Board, there may be times when we need to agree to disagree. Once an action before the Board is approved, it is important the Board present a united front to the community and support the decision of the Board. When mutual respect exists between Board members it leads to forward thinking and a well-managed community; therefore, deserving of community support and involvement.

Approved by the Board of Directors September 19, 2005

Revised and Approved by the Board of Directors November 16, 2015