

Responsibilities for Chace Lake HOA Board Members

A Neighborhood Homeowners Association (HoA) typically manages common areas, enforces community rules, organizes events, handles architectural approvals, and collects dues to maintain shared amenities. It plays a key role in fostering a cohesive community and ensuring property value preservation. Responsibilities include, but are not limited to:

1. Enforcement of Covenants, Conditions, and Restrictions (CC&R): Ensuring residents adhere to community guidelines.
 - a. Become familiar with the property and its infrastructure
2. Financial Management: Budgeting, collecting dues, and managing HOA finances for ongoing expenses and reserve funds. Approve and maintain a yearly budget.
 - a. Experience with reading and assessing financial reports a plus
 - b. Ability to prioritize repair and maintenance tasks
3. Rule Enforcement: Working with property management company to address violations, issuing warnings or fines, and facilitating dispute resolution.
4. Vendor Management: Availability to meet with contractors and vendors on site.
5. Community Events: Planning and hosting social activities to foster a sense of community.
6. Community involvement: Attend city and community wide meetings and events relevant to the neighborhood
7. Meetings: Organizing and conducting regular board meetings and annual meetings for homeowners.
8. Communication: Keeping residents informed about community matters, decisions, and upcoming events.
9. Dispute Resolution: Mediating conflicts among residents and addressing grievances.
10. Emergency Planning: Developing plans for unforeseen events and coordinating responses.

Key traits for Board Members Include:

- Willingness to work together with other board members and neighborhood management for the betterment of the community.
- Availability and accessibility to maintain open, unbiased correspondence with management company and other board members.
- Availability to attend monthly board meetings
- Detail Oriented