



ROLE OF BOARD AND MANAGEMENT

Powers and Duties of Board

- Specified in CCIOA, the Declaration and Bylaws
- Common Examples of Power and Duties:
 - Govern the Association
 - Approve Proposed Budget
 - Comply with and Enforce Governing Documents
 - Pursue Collection of Delinquent Assessments
- Duties can be Delegated to Management Company
 - Through Management Agreement
 - Through a Formal Resolution by the Board
 - *Responsibilities* cannot be Delegated

Powers and Duties of Management

- Specified in Management Agreement
- Specified by a Formal Resolution by the Board
- Common Examples of Powers and Duties of Management
 - Keep the Financial Records of the Association
 - Keep The Records of the Association
 - Provide Updated Financial Records and other Reports to the Board on a Routine Basis
 - Send Notices of Delinquencies in Compliance with Management Agreement and Collections Policy
 - Send Notices of Violation in Compliance with Management Agreement and Enforcement Policy
 - Carry Out the Directives of the Board
 - Obtain Bids
 - Submit Insurance Claims to Carriers
 - Manage Work in the Community
 - Conduct Inspections of Community

Tips for a Functional and Successful Working Relationship Between Management and Board

- TRUST IS EVERYTHING!
- Communicate, Communicate, Communicate
- Follow through on Board Directives and Obligations in Timely Manner
- Don't Unfairly Jump to Conclusions
- Work Through Issues Before they Blow Up
- Be Realistic and don't Micromanage

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