

HOA Board member duties and responsibilities

HOA Board member duties can differ and fall under two main categories: responsibilities to the community and legal responsibilities. These HOA Board member duties and responsibilities outline how to govern effectively and safeguard the community's success.

Legal responsibilities

Some of the legal duties that a Board member will encounter when performing the responsibilities associated with their role are:

1. **Duty of confidentiality** – Because Board members are privy to confidential materials related to finances, fines, and property values, all Board decisions and issues related to the business of governing the community must remain confidential during and after their term of service.
2. **Fiduciary duty** – Board members must act in the Association's best interest, with the highest degree of honesty and loyalty. Members should perform within the scope of their authority and cannot use their position or exercise their power on matters outside their duties and responsibilities.
3. **Duty of care / Business judgment rule** – Board members must perform duties in good faith with such care as an ordinary, prudent person would in a similar situation. Board members are legally obliged to make informed decisions based on research and utilize all the available information before voting on a matter.
4. **Duty of loyalty** – Board members cannot use their position to take unfair advantage of the Association. Members must act in good faith and for the entire community's benefit and their decisions cannot be based on personal interests. They also cannot use their position on the Board for private gains.

HOA Board member responsibilities to the community

Board members are responsible for maintaining the community and property values and must perform specific duties to help ensure the community thrives. Some of the responsibilities to the community are:

1. **Maintenance of common areas** – Board members must make sure that all common areas are maintained and functioning. Common areas can include but are not limited to pools, clubhouses, gyms and tennis courts. The Board is also responsible for structural components like fixtures (interior/exterior), walls and roofs.

2. **Policy compliance / Governing documents** – Board members should be familiar with the community's governing documents. The Board should make sure that the community follows all federal, state and local laws and that the Association is continuously operating in compliance with the law.
3. **Enforcing rules** – Board members must ensure that each community member abides by the community's rules and regulations. The Board must defer to the community's governing documents when dealing with violations and exemptions.
4. **Community finances** – Board members are responsible for managing the community's finances by preparing the annual budget, reviewing financial reports, managing the community's reserve funds, reviewing the community's insurance and collecting assessments. Board members are responsible for the community's financial health and need to stay abreast of the community's reserves to plan projects and maintenance repairs properly.
5. **Communication and community engagement** – Board members should familiarize themselves with the governing documents and the community's policies to effectively engage and communicate with residents. Informed Board members can answer questions, resolve conflicts and get community buy-in through effective communication and understanding of the community's bylaws.