

## THE PHEASANT VIEW ESTATES HOMEOWNERS ASSN

February 20, 2018 Annual Meeting

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### OWNER RIGHTS AND RESPONSIBILITIES

As dues-paying members of the community association, owners are entitled to certain rights and, in return, have certain responsibilities. Owners have the *right* to:

1. Honest, fair, and respectful treatment by community leaders and managers.
2. Participate in governing the community association by attending meetings, serving on committees and standing for election.
3. Access appropriate association books and records.
4. Prudent expenditure of fees and other assessments.
5. Live in a community where the property is maintained according to established standards.
6. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association per policy.
7. Receive all documents that address rules and regulations governing the Community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community. Upon request.
8. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

Owners have the *responsibility* to:

1. Read and comply with the governing documents of the community.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect.
4. Vote in community elections and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders or managers, if necessary, to discuss financial obligations and alternate payment arrangements.
7. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
8. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

### BOARD OF DIRECTORS RIGHTS AND RESPONSIBILITIES

An association's board of directors also exercises certain rights and responsibilities. Board members have the *right* to:

1. Expect owners and non-owner residents to meet their financial obligations to the community.
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association.
3. Respectful and honest treatment from residents.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners and non-owner residents.

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6. Personal privacy at home and during leisure time in the community.
7. Take advantage of educational opportunities (e.g., publications, training workshops) that are directly related to their responsibilities, and as approved by the association.

Additionally, board members have the *responsibility* to: (may also be provided through website or managers)

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community as outlined in community documents.
2. Exercise sound business judgment and follow established management practices.
3. Understand the association's governing documents and become educated with respect to applicable state and local laws, and to manage the community association accordingly.
4. Establish committees or use other methods to obtain input from owners and non-owner residents.
5. Conduct open, fair, and publicized meetings and elections.
6. Conduct business in a transparent manner when feasible and appropriate.
7. Allow owners access to appropriate community records, when requested; through management and website.
8. Collect all monies due from owners and non-owner residents; through management.
9. Develop and maintain Policies and Procedures.
10. Provide complete and timely disclosure of personal and financial conflicts of interest related to actions of community leaders, e.g., officers, the board, and committees.