

## **Detailed List Of Board Orientation Topics**

- 1) GOVERNANCE ISSUES
  - a) The role of the HOA and common terminology
  - b) The role of the Board and the legal duties and responsibilities of directors, including limits on authority
  - c) Review governing documents
  - d) Board policies and procedures
  - e) Rights and responsibilities of owners
  - f) Role of the management company and a review of management company contract
  - g) Review minutes from past year
  - h) How board meetings are run
  - i) Role of legal counsel
- 2) FINANCIAL ISSUES
  - a) Review budget and how to create a budget
  - b) Review financial statement and other financial records, including how to read financial statements
  - c) Review reserves
  - d) Review reserve investments
  - e) Review assessment process, including delinquency policy
  - f) Role of accountant
- 3) COVENANT AND RULE ENFORCEMENT
  - a) Role of board
  - b) Role of ACC/ARC committee
  - c) Review enforcement procedures including fines and hearing procedures
  - d) Review role of management company and legal counsel
- 4) VENDOR RELATIONS
  - a) Review bid and contract provisions
  - b) Review existing contracts
- 5) COMMUNITY BUILDING AND CONSENSUS BUILDING
  - a) How to resolve disputes
  - b) How to deal with difficult people
  - c) How to build consensus