

In Florida, an HOA board of directors job description typically involves overseeing the financial health, maintenance of common areas, and enforcement of governing documents of the community. Board members are responsible for managing budgets, collecting assessments, ensuring compliance with rules and regulations, and upholding the community's standards.

Here's a more detailed breakdown:

Core Responsibilities:

- **Financial Management:**

Developing and managing the community's budget, including setting assessment rates, collecting dues, and managing reserves.

- **Compliance:**

Ensuring that all community members adhere to the covenants, conditions, and restrictions (CC&Rs) and bylaws.

- **Maintenance:**

Overseeing the maintenance and upkeep of common areas, such as landscaping, recreational facilities, and infrastructure.

- **Governance:**

Acting as a collective decision-making body for the community, making choices that affect the property's maintenance and residents' well-being.

- **Communication:**

Keeping residents informed about important decisions, financial matters, and upcoming events.

- **Fiduciary Duty:**

Acting in the best interests of the association and its members, exercising good faith and diligence in their duties, and protecting the association's assets.

Specific Duties May Include:

- **Holding regular meetings:**

Participating in board meetings, discussing issues, and voting on decisions.

- **Creating and maintaining accurate financial records:**

Keeping track of income and expenses, and ensuring that the association's finances are managed responsibly.

- **Overseeing the management team:**

Supervising any management company or staff hired to assist with administrative and operational tasks.

- **Enforcing rules and regulations:**

Investigating and addressing violations of the CC&Rs, and enforcing penalties as needed.

- **Authorizing legal action:**

Taking appropriate legal action when necessary to protect the association's interests.

- **Working with committees:**

Delegating tasks to committees, such as an architectural review committee or a landscaping committee.

- **Providing notice of legal action:**

Informing homeowners of any legal action that may expose the association to liability.

- **Staying informed about relevant laws and regulations:**

Keeping up-to-date on local, state, and federal laws that affect HOAs.