

Responsibilities

Director BellaVita at Green Tee Homeowners' Association

- Recognize that the BellaVita (BV) HOA is an approximately \$2 Million (budget per year) **Non-profit Corporation** with specified duties and legal responsibilities to the subdivision homeowners and governed by Federal, State, County, and City requirements. (Reference: Articles of Incorporation).
- Attend and participate in the standard board meetings and workshops. Board meeting are usually each month and workshops may be called by the president as needed (usually 1 to 2 a month maximum). (Reference: BellaVita Covenants Article III, Section 4w).
- Understand that the time required can vary from several hours per week up to many hours per month depending on the activities and meetings in any individual month.
- Represent the full subdivision as all board members are “at-large” elected per the bylaws.
- Recognize and accept that the execution of the duties requires a team effort and that once decisions are made by the board that decision represents the position of the board and is to be supported by each director.
- Serve as an officer when elected to a position by the directors. (Reference: BellaVita Covenants Article IV, Section 2).
- Work as a liaison to at least one of the board committees and periodically attend their meeting to keep that committee informed of the Board position on issues and support the committee chair as requested by the chair. (Reference: BellaVita Bylaws Article V).
- Serve as one of the 4 directors of BV HOA on the Villas Master Association HOA board when elected to that position by the BV board. (Reference: Villas Master Covenants Article III, Section 3).
- Analyze the monthly financial information of BV and provide comments to support the BV Treasurer.
- Participate in the analysis of proposals for contracted projects and management contracts for BV work. (Reference: BellaVita Covenants Article III, Section 4bb).
- Recognize, respect, and adhere to the code of ethics for fiscal and legal responsibility. (Reference: Model Code of Ethics for Community Association Board Members).
- Respect all homeowner positions on subjects and listen to them in support of the board activities and reviews.
- Set an example for the homeowners by understanding and adhering to the BV policy, rules and regulations. (Reference: BV Architectural guidelines, Club BellaVita Rules and Regulations).
- Recognize that the capability of reviewing and managing e-mail and documents via computer and Web based internet is mandatory to successful board actions. Timely response to board communications is necessary for the efficient operation of the HOA.