

## Board Of Directors

- • **Question:** What is a Board of Directors?

**Answer:** In relation to an HOA, Community or other formal organization, a director is an officer charged with the conduct and management of its affairs. The directors collectively are referred to as a board of directors, and are generally elected or appointed. Sometimes the board will appoint one of its members to be the chair, making this person the President of the Board of Directors or Chairman.

- • **Question:** How do I contact my Board of Directors?

**Answer:** If your community has a Board of Directors, contact information, meeting times, minutes, and other information can be obtained through checking the Board information area of your website.

- • **Question:** What Are 'ByLaws'?

**Answer:** A set of rules or guidelines regarding the operation of a non-profit corporation such as a Board. Bylaws generally set forth definitions of offices and committees involved with the Board of Directors. They can include voting rights, meetings, notices, and other areas involved with the successful operation of the Association.

- • **Question:** What are Governing Documents?

**Answer:** The declaration, bylaws, operating rules, articles of incorporation or any other documents which govern the normal operating procedures of an association.

- • **Question:** What is the 'Declaration?'

**Answer:** The Declaration is sometimes referred to as the 'master deed,' 'documents,' or 'declaration of covenants, conditions, and restrictions' [CC&Rs]. It describes an owner's responsibilities to the association which can include payment of dues and assessments as well as the association's various duties to the owners. It is common viewed as somewhat of a 'constitution' of the association. The person or group of persons who either signs the original declaration governing the development and association or acquires the original developer's rights is referred to as the 'Declarant.'

- • **Question:** What is an 'Easement?'

**Answer:** An interest or a right in real property which grants the ability to a landowner to use the land of another for a special purpose or endeavor. An association may for example have an easement for slope maintenance or other repair purposes. A public utility may also have an easement for maintenance or repair work to be executed at a future date.