

The Roles of the POA Board and Owners

The Property Owners Association board has two main duties:

1. **Acts a fiduciary for the non-profit homeowners association corporation.** This means that they're entrusted with making the decisions that affect the values of the properties in the community. One of the board's primary responsibilities is to protect, preserve, and enhance the value of the physical property governed by the community association.
2. **Facilitates the enjoyment of the community.** This involves setting the rules and regulations for residential conduct, including usage of common spaces, landscaping standards, and anything else that affects the overall residential environment of a community.

What can a property owner expect from their POA board?

Members of the board are elected volunteers who should act in the best interest of the homeowners association, no matter their private opinion or personal bias. In addition, board members are expected to:

1. **Act in a fair and consistent manner.**
2. **Refrain from voting on issues or making decisions that present a conflict of interest.**
3. **Maintain confidentiality.**
4. **Treat property owners and other board members with respect during discussions and throughout any dispute resolution.**

In order for Cobblestone Condominium POA, Inc. to operate effectively and efficiently to serve and protect the complex, the POA Board has the following expectations from our owners.

Expectations from Owners

1. We have the legal right to know who is residing in the complex. The expectation is that owners will provide the following information about each person residing in the complex that is 18 years and older in your unit:
 - a. Complete name.
 - b. Phone number (usually cell phone).
 - c. Email address (they will be included in all General Mailings for Cobblestone).
 - d. Vehicle information (if applicable) including make, model, color and license plate number.
2. Whenever there is a change in residents at any time, the new information is expected to be provided immediately by email to cobblestonecondohoa@yahoo.com.
3. It is highly recommended that you include regular inspections of your unit in your lease to determine the condition of your unit and to ward off any potential problems that you may encounter with your tenants.
4. You are required to pass along any emails received by you from Cobblestone on to your tenants. Even if we do have their email address and are sending emails to them, you are responsible to see that they have been received and that the tenants know what is expected.
5. Owners are expected to carry an HO6 Condominium insurance policy on their unit.
6. Owners should have a Power of Attorney (POA) that can assume the role of "owner" if the owner becomes incapacitated. A POA document can be used to oversee personal care or to handle assets and property.
7. Owners are expected to attend the Annual Meeting of the POA association, usually held the second week of December of each year.
8. Owners are expected to notify the POA Board if they encounter tenant problems that may involve law enforcement and/or legal problems as the POA Board may be able to help and guidance.
9. If an owner has a property management company managing the property, the above items can be passed on to the property management company who will bear the expectations noted above.

Please remember that the POA Board is not a property manager acting on behalf of an owner. Owners are expected to be active property managers of their own properties or have a responsible property management firm that will act appropriately on their behalf.

Approved by the POA Board 10/29/22