

## HOAMCO – *Best Practices*



### **Back to Basics – The Manager’s Role**

Oftentimes, with the day-to-day demands of community association management, we lose sight of our purpose and role as a management services company. Below is a simple reminder of our role and responsibility:

*We provide services that foster vibrant, responsive, competent community associations promoting harmony, community, and responsible leadership.*

*Our role is to:*

- 1) Provide information, training, and leadership*
- 2) Foster a sense of community awareness within the residents*
- 3) Provide necessary administrative tools to each board to enable them to create lasting policies and make decisions in accordance with their community’s vision*

*In fulfilling our obligation, HOAMCO is charged with: assisting the board of directors’ decision making process by means of providing information gathering and fact-finding support; implementing decisions of the board; and administering the services, programs, and operations of the community association within the policies and guidelines set by the board.*

*The manager’s authority and responsibility are defined and limited by:*

- *Governing documents*
- *Management contract*
- *Actions of the board which delegate specific authority*
- *Federal, State and local laws*