



Category	Board Responsibilities	Manager Responsibilities
Governance & Decision Making	Set policies & make community-wide decisions	Implement board policies & execute decisions
Financial Management	Review Finances Monthly, Approve budgets, assessments, and major expenses	Manage day-to-day finances, bill payments, financial reporting
Maintenance & Repairs	Approve major repair projects & long-term planning	Schedule and oversee maintenance & repairs
Compliance	Create, update, and approve community rules	Enforce community rules per board policy
Homeowner Communication	Address homeowner concerns at a governance level	Respond to homeowner inquiries & resolve minor disputes
Meetings & Records	Call & attend board meetings, review minutes	Prepare meeting agendas, minutes, and reports
Contracts & Vendors	Approve scope of work, Approve vendor contracts & review performance	Creates scope of work, vendor bids, oversee contractor work, and handle routine vendor issues
Legal Compliance	Ensure compliance with governing documents & state laws	Keep board informed of legal updates & coordinate with attorneys
Emergency Situations	Make policy-level decisions for emergency preparedness	Handle immediate responses to emergencies & coordinate resolutions