

Board vs. Manager Responsibility Chart

BOARD VS. MANAGER RESPONSIBILITY CHART

1. Governance & Decision-Making

Responsibility Area	Board of Directors	Property Manager
Governing Authority	Sets policies, adopts resolutions, approves major decisions	Implements board directives and operational policies
Rule Enforcement	Conducts hearings, final authority on fines	Issues notices, tracks compliance, documents violations
Committee Oversight	Creates committees, appoints members	Provides administrative support and coordination

2. Financial Controls

Responsibility Area	Board of Directors	Property Manager
Budget Approval	Reviews and adopts annual budget	Prepares draft budget and financial reporting packages
Financial Controls	Approves expenditures; does not handle funds directly	Manages AP/AR, reconciliations, deposits, and financial workflows
Special Assessments	Votes to levy assessments	Calculates amounts, prepares notices, tracks payments

3. Contracts & Vendor Management

Responsibility Area	Board of Directors	Property Manager
Service Agreements	Reviews and approves final contracts	Drafts, negotiates, verifies licensing/insurance compliance

Vendor Oversight	Approves vendor selection	Monitors performance, maintains logs, coordinates work
Conflict-of-Interest Compliance	Ensures disclosures and compliance	Screens vendors and maintains documentation

4. Maintenance & Operations

Responsibility Area	Board of Directors	Property Manager
Maintenance Planning	Approves major projects and expenditures	Schedules work, coordinates vendors, manages daily operations
SIRS & Milestone Inspections	Approves reports and funding plans	Coordinates engineers, documentation, timelines
Emergency Response	Authorizes major emergency actions	Executes emergency procedures and vendor dispatch

5. Administrative & Records

Responsibility Area	Board of Directors	Property Manager
Official Records Compliance	Ensures statutory compliance	Maintains records, logs, and digital archives
Meeting Notices	Sets meeting dates	Prepares and sends notices, agendas, and packets
Owner Communication	Establishes communication policy	Issues updates, letters, and notices

6. Owner Relations & Community Standards

Responsibility Area	Board of Directors	Property Manager
Architectural Approvals	Votes on owner modification requests	Processes applications and verifies compliance
Violation Handling	Conducts hearings and final decisions	Sends notices, tracks violations, documents cases
Customer Service	Provides governance direction	Handles daily owner inquiries and support

7. Strategic & Long-Range Planning

Responsibility Area	Board of Directors	Property Manager
Reserve Strategy	Approves reserve funding and long-term plans	Provides projections, vendor quotes, and analysis
Capital Projects	Votes on project initiation	Manages bids, schedules, contractors
Insurance Decisions	Approves carriers and coverage	Obtains quotes, manages claims documentation

Summary

The **Board governs**. The **Manager executes**. This separation protects the Association, ensures compliance with Florida Statutes, and maintains operational efficiency.
