

# Rights and Responsibilities for Better Communities

*Principles for Unit Owners and Board of Trustees*

## **Homeowners Have the Right To:**

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders and managers.
3. Participate in governing the community association by attending meetings, serving on committees and standing for election.
4. Access appropriate association books and records.
5. Prudent expenditure of fees and other assessments.
6. Live in a community where the property is maintained according to established standards.
7. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

## **Homeowners Have the Responsibility To:**

1. Read and comply with the governing documents of the community.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect.
4. Vote in community elections and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders or managers, if necessary, to discuss financial obligations and alternative payment arrangements.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
9. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

## **Doverbrook Trustees Have the Right To:**

1. Expect owners and non-owner residents to meet their financial obligations to Doverbrook.
2. Expect Unit Owners to know and comply with the rules and regulations of the Doverbrook community and to stay informed by reading materials provided by the Board of Trustees.
3. Respectful and honest treatment from Unit Owners.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from Unit Owners.

6. Personal privacy at home and during leisure time at Doverbrook.
7. Take advantage of educational opportunities (e.g., publications, training workshops) that are directly related to their responsibilities, and as approved by the Trust.

### **The Board of Trustees Have the Responsibility To:**

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of Doverbrook as a whole with those of individual Unit Owners.
4. Understand the association's governing documents and become educated with respect to applicable state and local laws, and to manage Doverbrook accordingly.
5. Establish committees or use other methods to obtain input from Unit Owners.
6. Conduct open, fair and well-publicized elections.
7. Welcome and educate new Unit Owners of Doverbrook Unit Owners.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner and appropriately.
11. Allow Unit Owners access to appropriate community records, when requested.
12. Collect all monies due from Unit Owners.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual Unit Owners to meet their financial obligations to Doverbrook.
14. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights— where permitted by law and Doverbrook's governing documents.
15. Initiate foreclosure proceedings only as a measure of last resort.
16. Make covenants, conditions and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents.
17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the Board of Trustees. (See Doverbrook Estates Condominium Trust, Board of Trustees Code of Conduct)