

# Rights & Responsibilities for Better Communities

*The following are Guiding Principles for Homeowners and Community Leaders presented by the Community Association Institute*

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

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders.
3. Participate in 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 options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting property rights.

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

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

## **Community Leaders Have the Right To:**

1. Expect owners and non-owner residents to meet their financial obligations to the community.
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association.
3. Respectful and honest treatment from residents.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners and non-owner residents
6. Personal privacy at home and during leisure time in the community.
7. Take advantage of educational opportunities that are directly related to their responsibilities, and as approved by the association.

## **Community Leaders Have the Responsibility To:**

Fulfill their fiduciary duties to the community and act in the best interests of the community.  
Exercise sound business judgment and follow established management practices.  
Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.  
Understand the association's governing documents and become educated with respect to applicable state and local laws.  
Establish committees or use other methods to obtain input from owners and non-owner residents.  
Conduct open, fair and publicized elections.  
Welcome and educate new members/residents of the community.  
Encourage input from residents on issues affecting them personally and the community as a whole.  
Encourage events that foster neighborliness and a sense of community.  
Conduct business in a transparent manner when feasible.  
Allow homeowners access to appropriate community records.



Community Associations Institute (CAI) is a national organization dedicated to fostering vibrant, responsive, competent community associations. Founded in 1973, CAI represents association-governed communities, such as condominium and homeowner associations, cooperatives, and planned communities. To learn more about CAI and its local, regional and state chapters, visit [www.caionhne.org](http://www.caionhne.org) or call CAI Direct at 703-548-8600.

Sponsored by CAI President's Club