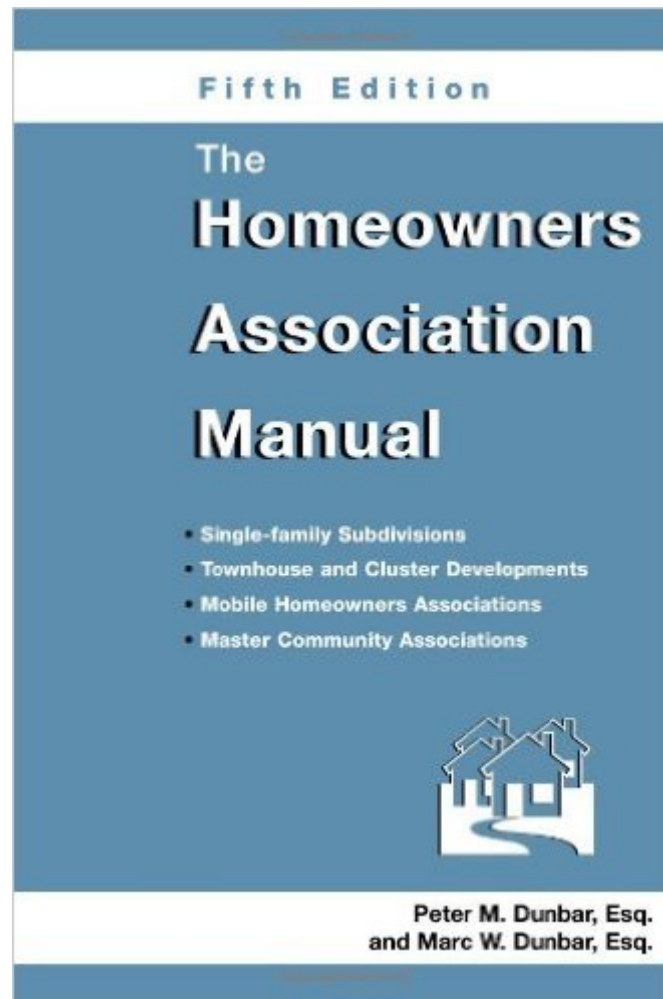


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# The Homeowners Association Manual (Homeowners Association Manual)(5th Edition)



## Synopsis

Single-family Subdivisions Townhouse and Cluster Developments Mobile Homeowners

Associations Master Community Associations A homeowners association is designed to preserve the common welfare and the property values of the community. In a properly operated community, it does. In a poorly run community, it does not. The proper operating procedures are not difficult, but they are often overlooked or misunderstood. This manual provides a step-by-step explanation of the requirements for meetings, membership voting, and the necessary parliamentary procedures. It serves as a guide to help ensure that the association carries out its responsibilities fairly and effectively. You will learn:

- o the concept and purpose of a homeowners association
- o the rights and responsibilities of individual owners
- o how to run effective meetings
- o what documents you need for meetings
- o the rules of procedure and proper decorum
- o the role of the board of directors
- o the role of committees

## Book Information

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## Customer Reviews

I have been elected as President of our newly formed community association which is my first homeowners association. I wanted to start us off on the right foot by conducting business properly. This book has given me a great amount of information which ensures we will protect the homeowners rights. I now have a good understanding of the responsibilities of the board of directors to the association members, how to provide notice of meetings, create a basic agenda for those meetings, and many other admin functions I was unaware of. Of course this is not a cookie cutter "one size fits all" manual but in the areas that is not applicable to our association, I was able to use the concept from the book to modify items to fit our association. Well, at least I know how to bring it

to the members for a vote. I will refer to this book many times in the future and I have already started highlighting items of importance. It also contains many templates for forms and documents YOU WILL need. If your association isn't using these as a minimum, you need to get them to start using something like these templates. It is such an easy way to keep ALL members informed so the board of directors doesn't seem like it is more important than the members it works for. You should read this book if you belong to a homeowners association. If you're on the board or want to be an active member in the association you MUST read this book.

This, like nearly all books on Homeowners Associations, is like the judicial arm of the government. It advises how to interpret and conduct ongoing association business. However, such conduct is limited by the homeowner "contract" which, unfortunately, is ignored. I wish these types of books would have a first and major chapter that gives example association bylaws and ordinances, that which a homeowner signs and agrees to. It should also contain a list of articles that should be considered in the "contract" and proper ways to draft those articles. The old adage "measure twice, cut once" should be applied so appropriate contracts are drafted at the beginning so association management would be more manageable.

I am new to HOA's and was recently elected to be treasurer. Reading this book has given me so much information to do my job. I thought it was so informative, I passed it on to the other officers and now each one of us has our own book, to pass on when we are no longer officers.

This book has been really helpful to an Executive Committee that is very new to everything related to running an HOA. It has all the basics, as well as offers insight to how things should run smoothly. If you're new to a HOA board, I highly recommend this book.

This book seemed to me to be aimed PRIMARILY at those starting a Homeowners Association - or tweaking one already in place. However, even those who are looking to buy a home could benefit from looking at this, if only to get an idea of the types of rules, regulations and restrictions that Associations can impose on owners. If you are reading this review, odds are that you already have an opinion about Homeowners Associations, either feeling that they promote neighborhood safety and community or that they are overly restrictive and not a good thing. In any case, this book could be helpful, no matter what your viewpoint BEFORE reading it. Some of the featured areas include: Learning what a homeowners association should strive to do, its purpose and

function...rules, regulations...how to set up a proper Board of Directors...What rights homeowners have...running meetings...and much, much more.

Most homeowners and would-be buyers encounter their first homeowner's association in the form of added monthly payments or printed restrictions on property usage; yet there's so much more to know than fees and restrictions - and the Dunbars provide the basics in the newly revised fifth edition of *The Homeowners Association Manual*. Everything from single-family subdivisions to mobile homes are covered, with chapters teaching the basics about how an association is organized, how it conducts meetings and sets rules and procedures, and how to interact with and within such associations. From amending and enforcing documents to understanding committee and director interactions, this is essential to any joining a homeowner's association.

I read this book before I was elected as President of my HOA and, boy, am I glad I did. "The HOA Manual" is an excellent resource that I turn to again and again. I highly recommend this book to those who are becoming involved in Committees or Boards of HOAs.

Although this book is not state specific it is a resource for those who are a member of a Homeowner's Association for the very first time. It does not provide the "nuts and bolts" daily information of an association, however, it does provide a good over-all picture of how a HOA is suppose to function.

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