

## Peterson's Waterfront Owner's Association – BOARD RESPONSIBILITIES

- **GOVERNING DOCUMENTS**  
Read and be familiar with the governing documents including Bylaws, Declarations, Articles of Incorporation and Policies and Procedures
- **BOARD MEETINGS**  
Attend and participate in all meetings  
Meetings are scheduled based on need  
Most meetings are “call in” conferencing  
Budget Review Meeting and the Annual Owner's and Board Meeting – Attendance required  
Review Board Agendas and supporting documents prior to meetings
- **ACCESS TO EMAIL**  
Required to have access to email and the ability to review attachments and scan documents
- **REPRESENTATION**  
Represent “all” owners in good faith and make decisions in the best interest of the Association
- **CONFIDENTIALITY**  
All discussions at Board Meetings are to be kept confidential to protect both the Board and the Association
- **COMMITTEES**  
Chair or participate on a committee
- **LEGAL REPORTING REQUIREMENTS – WA STATE NON-PROFIT**  
Every director is individually liable for compliance
- **ATTRIBUTES & REQUIREMENTS**  
Good communication skills  
Committed to success  
Involved  
Current on all financial obligations to the Association

