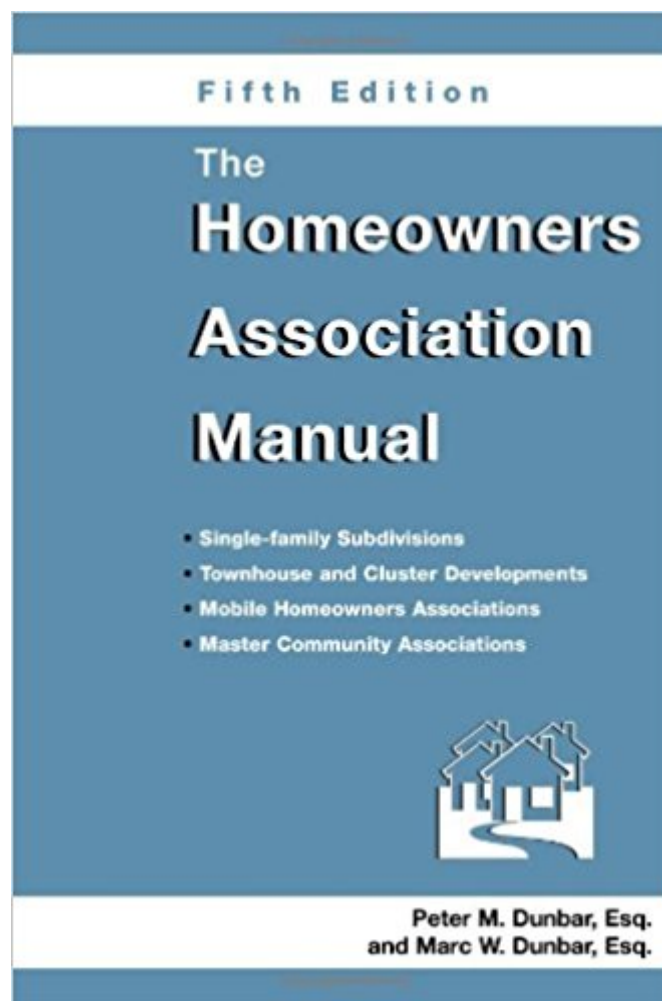




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# The Homeowners Association Manual (Homeowners Association Manual)(5th Edition)



## 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

Peter M. Dunbar and Marc W. Dunbar are partners in the firm of Pennington, Moore, Wilkinson & Dunbar, P.A., in Tallahassee, Florida. Peter Dunbar has served in the office of the governor as general counsel and later as chief of staff. He has taught and lectured on associations and the law governing multi-family living since 1974. He is a member of the Community Associations Institute and has served on its national board of trustees. Before joining the firm, Marc Dunbar served in the Florida Department of State as assistant general counsel, then director of communications for the secretary of state.

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.

As a member of our homeowners association for the past four years and now recently elected president I felt I needed some substantial guidelines for helping our group move forward. This book was everything I expected and more. I have gone from chapter to chapter and back again reviewing each aspect of governing a homeowners association. Each time I learned something more specific. I highly recommend this book to any member of an association, regardless of whether you are an officer or just a homeowner. It will help you to understand the rules of "living together".

If you are contemplating buying a home that has a home owners association, being a board member, or are already live in a HOA, this book is a good starting point to understanding what's going on. It's not state specific nor is it specific to your HOA (which will be directed by your CC&R and bylaws), but it will give you enough information that you will have a basic understanding of the concept and your rights and responsibilities. I can't say I learned a lot, but there was enough new things in it that it was worth buying.

I GAVE IT TO A FRIEND WHO HAD STARTED A CONDO ASSOCIATION AND HE SAID IT WAS EXTREMELY HELPFUL.. IT WAS INFORMATIVE AND i WOULD RECOMMEND IT..

The authors are both lawyers and that comes through in their writings. Although the text is informative and comprehensive, the repetitive language and dusty formality made this a challenging read. This book would be a welcomed addition to any reference library but it may not be appropriate as the first book a new board member sits down with.

I am a newly elected president of our HOA and the board members are all new. This book is very well written, and easily understood, even though it was written by lawyers. I've referred to it many times and wouldn't be without it. When my term expires, I will pass it on to the next president of our HOA.

This manual is interesting to read and a huge help to me as a newly elected secretary-treasurer.

I am the current president of our HOA and I have found this book very helpful. I try to read through it or just flip through about every other month or so. If you are on the board of directors you do want this as a resource too.//Chuck

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