

ASSOCIATION Governance Guide



Unit Owners

Elect the Board of Directors and must vote on changes to the governing documents and material changes.



Board of Directors

Acts only at properly called Board Meetings to appoint officers, set policy, and make decisions to be implemented by the Officers.



Committees

Advise the Board but do NOT have decision making authority



Officers

President, Treasurer, Secretary

Coordinate Board instructions and day to day operations with management. Officers report to the Board.



Management

Board instructions for management are given at the direction of the President and management feedback to the Board is directed through the President.

- Manage the day to day operations of the Association. Management implements Board policies in coordination with the President.
- Assist with compliance of FL Law and the Association governing documents.
- Handle owner communications and provide oversight of vendors.
- Provide accounting and record keeping functions.
- Obtain vendor bids and proposals while providing recommendations to the Board regarding vendors and Association needs.

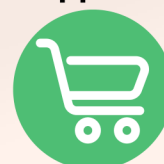
Vendors



Employees



Suppliers



ROYALE MANAGEMENT
SERVICES

ROYALE MANAGEMENT SERVICES