



Rights and Responsibilities for a Better Brambleton

(Adopted by the BCA Board at their March 5, 2019 Meeting)

One of the greatest achievements by Brambleton Community Association (BCA or Association) is creating and sustaining a sense of community among residents and our Association leaders. This goal is best achieved when homeowners, non-owner residents, and Association leaders recognize and embrace their rights and responsibilities. It was with this goal in mind that the BCA Board of Directors reviewed, amended, and adopted CAI's Rights and Responsibilities for Better Communities document to align with the rights and responsibilities that are important to our community. The following principles serve as an important guidepost for the BCA Board and committee members, the community's General Manager and staff, homeowners, and non-owner residents.

Homeowners have the right to:

1. Expect a responsive and competent Association.
2. Receive honest, fair, and respectful treatment from the Association.
3. Participate in governing the Association by attending meetings, serving on committees, and standing for election.
4. Access appropriate Association books and records.
5. Expect prudent expenditure of assessments.
6. Live in a community where the property is maintained according to established standards.
7. Receive fair treatment regarding financial and other Association obligations, including the opportunity to discuss payment plans and options with the Board.
8. Receive and access all documents that address rules and regulations governing the Association— if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal decisions affecting non-routine financial responsibilities or property rights to appropriate Association leaders.
10. Participate in opportunities that improve the sense of community and overall lifestyle.

Homeowners have the responsibility to:

1. Read, understand, and comply with the governing documents of the community.
2. Maintain their property according to established community standards.
3. Treat Association leaders honestly and with respect.
4. Vote in community elections and on other issues.
5. Pay Association assessments and charges on time.
6. Contact Association leaders or managers, if necessary, to discuss financial obligations, alternative payment arrangements, and Association issues or concerns.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to the Association to help ensure they receive information from the community.

9. Be respectful and neighborly with all Brambleton residents.
10. Ensure that those who reside on their property (e.g., tenants, relatives, and 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. Receive 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. Enjoy 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 are approved by the Association.

Community leaders have the responsibility to:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise ethical and sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the Association's governing documents, become educated with respect to applicable state and local laws, and manage the Association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair, and well-publicized elections.
7. Welcome and educate new members of the community—owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events and programs that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners access to appropriate community records when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.
14. Provide a process residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights—where permitted by law and the Association's governing documents.
15. Make Design Guidelines as understandable as possible, with clear and reasonable processes in place and professional support from staff.
16. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders.