

# **Community Services Associates, Inc.**

## **Rights and Responsibilities for a Better Sea Pines Community Association**

### **Members Have the Right To:**

1. A responsive and competent community association
2. Honest, fair and respectful treatment by community leaders, volunteers and staff
3. Participate in the association by attending meetings, serving as volunteers and standing for election
4. Access to appropriate association books and records according to established policy
5. Prudent expenditure of fees and assessments
6. Live in a community where property is maintained to the Sea Pines standards
7. Receive the community's governing documents, rules and regulations after purchasing within the association
8. Appeal those decisions affecting non-routine financial responsibilities or property rights to the COO/Executive Vice President, Community Services Associates, (CSA)

### **Members Have the Responsibility To:**

1. Read and comply with the governing documents
2. Maintain their property to the established Sea Pines standards
3. Treat community leaders, volunteers and staff honestly and with respect
4. Vote in community elections
5. Pay association assessments and charges on time
6. Provide current contact information to assure delivery of information from the community, i.e. secondary emergency contact info and email addresses
7. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to the community's governing documents, rules and regulations

### **Community Leaders Have the Right To:**

1. Expect members to meet their financial obligations to the community
2. Expect members to know and comply with governing documents, rules and regulations and stay informed by reading materials provided by the association
3. Respectful and honest treatment from members
4. Conduct meetings in a positive and constructive atmosphere
5. Receive support and constructive input from representative sample of members
6. Personal privacy at home and during leisure time in the community
7. Take advantage of educational opportunities (e.g., publications, training workshops) directly related to their responsibilities

### **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 sound business judgment
3. Establish the strategic mission, vision and plan with input from a representative sample of members
4. Balance the needs and obligations of the community with those of individual members
5. Understand the association's governing documents and become educated about the applicable state and local laws
6. Conduct open, fair and well-publicized elections
7. Welcome and educate new community members
8. Encourage events that foster neighborliness, a spirit of community and increased quality of life
9. Make governing documents as understandable as possible, adding supplementary explanatory materials when seeking a member vote to revise those documents.