



F.L.E.H.A

Folsom Lake Estates Homeowners Association

fleha.org

A note to residents: Serving on the HOA Board is a volunteer role that helps keep our community running smoothly and protects the value and enjoyment of our neighborhood for everyone. No special experience is required — just a willingness to show up, listen, and help make good decisions on behalf of all neighbors.

Position Description for **Unit 1 non-voting Member**:

Unit 1 non-voting Member brings a resident's voice to every Board discussion.

- Attends Board meetings and shares input on HOA matters
- Represents the perspective and concerns of everyday residents
- May help with special projects or committees as needed
- Provides balance and additional input on Board decisions
- NOTE: In accordance with the Bylaws, Unit One members are not eligible to vote, so this is a non-voting role.

What's Expected of All Board Members:

- **Time commitment:** Attend 6 Board meetings (every other month) and come prepared
- **Decorum:** Communicate respectfully and professionally, even during disagreements
- **Confidentiality:** Keep sensitive discussions (legal, financial, personnel) private
- **Knowledge Transfer:** all processes, procedures, contacts, checklists and other pertinent information necessary for performing this role shall be documented and updated. Files should be kept by the HOA Manager.
- **Impartiality:** Make decisions in the best interest of the whole community, not personal interests



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- **Term:** Generally 2 years
- **Compensation:** This is a volunteer position — no compensation is provided

Benefits:

- All board members serving their term through to the 2nd year will be excused from paying dues for as long as they remain an active board member.
- If there are events hosted by the HOA for which there is a cost, Board Members who are working the event will not be required to pay for their own attendance. (They would still be expected to pay for the participation of their family members and/or guests.)