

25 Common Mistakes Boards Make

Board members must read and understand their governing documents, rules, regulations, and Florida Statutes.

- 1.** Failure to orientate and educate.
Failure to be prepared for meetings and not following the meeting agenda.
- 2.** Failure to be prepared for meetings and not following the meeting agenda.
- 3.** Selective enforcement and failure to uniformly enforce governing documents.
- 4.** Failure to conduct open meetings and elections.
- 5.** Failure to maintain confidentiality and generate gossip.
- 6.** Ignoring responsibilities to fulfill fiduciary duties in maintaining the property.
- 7.** Failure to hire experts and professionals in their respective fields.
- 8.** Not capable of making business decisions, particularly due to emotions.
- 9.** Easily swayed by others and not voting with their conscience.
- 10.** Micromanaging and abusing their power and authority.
- 11.** Hiring someone that creates a conflict of interest.
- 12.** Harassing and slandering community members.
- 13.** Failure to clearly define the roles and responsibilities of the Board of Directors, committee members, and management and acting unilaterally.

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- 14.** Failure to obtain two signatures on checks
- 15.** Failure to understand the financials and budget.
- 16.** Failure to follow a consistent collection policy.
- 17.** Failure to act professionally, courteously, and respectfully at meetings.
- 18.** Failure to outline and summarize their expectations and establish that everyone is on the same page.
- 19.** Rather than make decisions to serve the community, decisions are made in favor of themselves which breaches community trust.
- 20.** Failure to post notices, newsletters, and memos communicating the Board's activities.
- 21.** Failure to be openminded by not listening to the ideas and feedback from community members.
- 22.** Failure to review and evaluate contracts properly to decide how and when maintenance tasks will be performed.
- 23.** Failure to plan, focus, and follow-through.
- 24.** Failure to make timely decisions.
- 25.** Attempts to institute new policies and ground rules without doing their research.