

Enforcement Role Assignments for a Three-Person Board

Split the enforcement workflow into three roles so that no single person carries a case from complaint to consequence. Assign each role by name and keep this sheet with the board records.

Association name:

Date adopted:

Inspector

Assigned to:

e.g. member at large

- ☐ Verifies every reported violation in person
- ☐ Takes dated photos from common areas or public view only
- ☐ Files photos and notes to the case record the same day
- ☐ Performs the re-inspection at each cure deadline
- ☐ Does not send notices; keeping inspection separate keeps it neutral

Secretary / Records Officer

Assigned to:

- ☐ Logs every intake within 48 hours, however it arrived
- ☐ Sends every notice from the association's address, never a personal email, and records the send date
- ☐ Maintains the case file: photos, letters, owner responses, board decisions
- ☐ Sends the written closure letter when a case ends

President / Escalation Approver

Assigned to:

- ☐ Reviews each case before anything beyond a courtesy notice goes out
- ☐ Puts every escalation (fine, hearing) to a board vote; one person never advances a case alone
- ☐

Confirms state notice and hearing requirements are satisfied before any fine

☐ Signs off on every waiver, with the reason recorded

Recusal rule

If a case involves a board member's own lot, or the lot of an immediate neighbor or relative, that member steps out of the discussion and vote, and the other two members act.

Board member 1

Board member 2

Board member 3