

The Courtyards at Quail Lake HOA

BOARD OF DIRECTORS' INFORMATION AND DUTIES

One (1) term is expiring at this year's annual meeting. If you are interested in serving on the Board, please review the duties and fill out the form on the next page. Thanks.

Term: Three (3) Years.

Meetings: Regularly scheduled meetings are held at the Stratmoor Hills United Methodist church across the street. The Board meets 5 times a year (Board meetings) on the third Tuesday of the month from 5:30 PM to 7:00 PM. Meetings can run longer. There is one Annual meeting normally held in October each year.

Duties:

Attend board meetings.

Prepare, review, and submit a budget.

Monitor the budget and approve expenditures and investments.

Review committee reports and recommendations. Determine a course of action.

Administer the Association's Covenants and Rules. Resolve violations.

Plan and promote community events.

Attend public meetings relating to our HOA.

Respond to questions and suggestions from the Association's membership.

Z&R Property Management is hired to run the daily operations of the Association. They assist the Board and are the point of contact for the members of our community. They operate at the direction of the Board. The Board sets policy, holds hearings, and makes the final decision on issues in dispute.

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BOARD OF DIRECTORS APPLICATION

TERM: October 2022 – October 2025

Candidate's Name: _____

Address: _____

Phone Number: _____ / E-mail: _____

I want to apply for the 1 opening on the Board of Directors. I understand that the candidates receiving the most significant votes will be elected to the Board of Directors.

I believe I can contribute to the business aspects of the Association and represent all of the Association members on the Board. I understand that the Board of Directors governs the Association's affairs according to the Articles, Bylaws, Declaration of Covenants, and Rules. I must fully understand those documents and must not be in personal violation of any part of them. I know that the Board of Directors must make its decisions based on what is in the community's best interest as a whole, not in the interest of any individual lot owner or group of lot owners. I believe I can contribute to this decision-making process. If the vote does not go my way, I will fully support the Board's final decision. If I am elected to the Board of Directors, I will not use my position to gain personal power or advantages not available to the non-board Association members.

Have you previously served on an HOA board or committee? If so, which one(s) and for how long? _____

What is your opinion of the Covenants and Rules?

Too Restrictive _____ Too Lenient _____ Just Right _____

Serving on the Board of Directors requires a commitment of your time and energy, which includes attending board meetings, communicating with members, etc. Do you have obligations that might limit your performing these duties? _____

I have been a homeowner since: _____

Please use this space if you would like to comment on why you want to serve as a board member.

Signature _____

Date _____