

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 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:

Attending 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.

Attending public meetings relating to our HOA.

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

RowCal Management is hired to run the daily operations of the Association. They support the Board and serve as the primary point of contact for our community members. They operate at the direction of the Board. The Board sets policy, holds hearings, and decides on issues in dispute.

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BOARD OF DIRECTORS APPLICATION

TERM: October 2025 – October 2028

Candidate's Name: _____

Address: _____

Phone Number: _____ / E-mail: _____

I am interested in applying for the open position 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 Association's business aspects and represent all Association members on the Board. I understand that the Board of Directors governs the Association's affairs in accordance with the Articles, Bylaws, Declaration of Covenants, and Rules. I must fully understand those documents and ensure that I am not personally violating any part of them. I know that the Board of Directors must make its decisions based on the community's best interest, not in the interest of any individual or group of lot owners. I believe I can make a valuable contribution to this decision-making process. I will fully support the Board's decision, regardless of the outcome of the vote. If I am elected to the Board of Directors, I will not use my position to gain personal power or advantages unavailable to 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 ability to perform 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 _____