

# **Settlers Creek Homeowners' Association**

[www.settlerscreek.org](http://www.settlerscreek.org)

## **2012 Elections—Notice to Run**

Dear Homeowner,

**The SCHOA annual meeting is scheduled for Monday, February 27, 2012, at Seminole Baptist Church (3330 Mission Road).**

If you are eligible (i.e. a homeowner with annual dues paid up to date) and are interested in running for a board position, please **fill out the attached form on the reverse of this letter and return it by February 1, 2012**. You will have the opportunity to address members at the annual meeting prior to the elections.

**PLEASE NOTE:** Now that we have a Property Manager (PM), the day-to-day duties such as invoicing/collecting annual dues, addressing code violations, maintaining financial and other records, sending meeting notices, etc., are handled by the PM. With members' input, the primary role of the Board of Directors will be to work with the PM to achieve neighborhood goals.

Article VII of our bylaws describe the Board of Directors as:

1. **President.** The President shall be the chief executive officer of the corporation, shall have general and active management of the business and affairs of the Association subject to the directions of the Board of Directors, and shall preside at all meetings of the Association and the Board of Directors.
2. **Vice President.** The Vice President shall act in the place and stead of the president in the event of the president's absence or inability or refusal to act.
3. **Secretary.** The Secretary shall have custody of, and maintain all of the corporate records; shall record the minutes of all meetings of the members and Board of Directors; and send out all notices of meetings, and shall perform such other duties as may be prescribed by the Board of Directors or President. Duties of the Secretary may also be combined with the office of the Treasurer.
4. **Treasurer.** The Treasurer shall have custody of all corporate funds and financial records and keep full and accurate accounts of receipts and disbursements and render account thereof at the annual meetings of members and whenever else required by the Board of Directors or the President, and shall perform such other duties as may be prescribed by the Board of Directors or President.

**Please keep our HOA active and productive by running for a board position.**

Thank you.

