

Berkshire Ridge Condominium Association

Annual Meeting / Election of Board of Directors

Property Management

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Property Manager

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The **Annual Meeting / Election of Board of Directors** is scheduled for the second Monday of July at 7:30 PM to be held in person at the Clubhouse. Pursuant to the **Association** Governing Documents, the purpose of the meeting shall be to conduct an election for the **Board of Directors**.

On even years the election will be for four (4) **Board of Directors** members and on odd years for three (3) **Board of Directors** members for an ensuing two (2) year term. The responsibility of a **Board of Directors** member is to vote, on behalf of the **Association**, on issues relating to the governance, business, and communal aspects of the **Association**. These responsibilities are not to be taken lightly as your **Association** will rely upon your decisions to be in the best interest of the **Association**.

Interested unit owners are encouraged to participate in the management of our **Association** by completing the Nomination Form and returning to the **Property Management**. All bios submitted must be in electronic format (text format MSWord preferred).

Nominations and Biographies must be returned to the **Property Management** by the 26th of May the year of the **Annual Meeting / Election** to allow time for distribution to the **Association**.

Unit owners who are not in good standing are not permitted to vote in **Annual Meeting / Election** or in matters pertaining to amendments to the **Association's** By-Laws, Master Deed or Declaration or questions put before the membership. An owner in arrears is not in good standing, unless that owner is current on an **Association** approved payment plan, or has formally put the **Association** on notice of a disputed charge by filing suit or demanding Alternative Dispute Resolution (ADR) in writing. If you would like to vote, you must rectify your standing within five business days prior to any election date or other voting date.

Should you have any questions, please contact the **Property Management**.

Annual Meeting / Election of Board of Directors

Berkshire Ridge Condominium Association

The current **Board of Directors** would like to extend to you the opportunity to run for election to the **Board of Directors**. We would like to take the time to reiterate the responsibility and time commitment of a **Board of Directors** member.

The **Board of Directors**, which plays a very important part in the future of our **Community**, is made up of volunteers who serve without any compensation from the **Association**. As you know, the **Association** has many important functions, including maintenance of common areas and landscaping, budgeting for current and future expenses, communicating with owners, and managing and collecting assessments. The responsibility of a **Board of Directors** member is to vote on behalf of the **Association**, on issues relating to the governance, business, and communal aspects of the **Association**. These responsibilities are not to be taken lightly as your **Association** will rely upon your decisions to be in the best interest of all 218 units of the **Association**. As a **Board of Directors** member, you will be expected to participate in regularly scheduled monthly meetings as well as unscheduled "Special Meetings" to discuss important topics pertaining to the **Community**. While attending these meetings, you will become privy to confidential information pertaining to the **Association** and its membership. This information is to be kept confidential and all members elected to the board will be required to sign a confidentiality agreement. Again, this is a very heavy time commitment and candidates must make themselves available to attend these meetings in person. **Board of Directors** members are NOT permitted to miss more than 3 meetings in a calendar year.

The **Association** shall disqualify a person from a nomination as a candidate for not being a member of the **Association** at the time of the nomination; or at such time as the **Association** learns the member is not a member. The **Association** may also disqualify a candidate:

- (A) If another person who holds a joint ownership in the same separate interest parcel and the other person is nominated or currently serving on the board.
- (B) If that person has been a member for less than one year.
- (C) If the person is not current in the payment of regular or special assessments, unless the person has entered a payment plan to repay the assessments
- (D) If the person is currently in violation of the **Association's** Governing Documents

Once elected, a director shall also be required to remain current in the payment of regular and special assessments; and, not suspended due to violations of the **Association's** Governing Documents.

Should you have any questions, please contact the **Property Management**.

Berkshire Ridge Condominium Association

OFFICIAL NOMINATION FORM

_____ being the owner of Unit: _____, Street: _____,
at **Berkshire Ridge Condominium Association** and being a member in good standing, under the provisions
of the Master Deed and By-Laws, do hereby express an interest to serve as a **Board of Directors** member.

Signature of Unit Owner

Date

The mandatory criteria for submitting your Candidate Bio and Official Nomination Form:

1. Signed Official Nomination Form
2. Bio must be **100 words** or **less**, typed, and sent as a separate **attachment**.
3. Bio and Signed Official Nomination Form must be submitted to the **Property Management**.

Please note that the **Property Management** will not be accepting handwritten Bios.

Additionally, the **Property Management** will not be editing any Bios submitted

At the time of the **Annual Meeting / Election** write-in candidates may be submitted. The write-in candidate must meet the previously defined criteria.