This nomination form is only for use by any CHHOA homeowner, whose HOA dues are current and not in arrears, who wishes to be considered for a position on the Board of Directors. Interested individuals are asked to complete this nomination form and submit it via email to current CHHOA director Diane Solimeo at diane.solimeo@gmail.com **no later than Sunday, October 8, 2023.**

The nomination process is intended to be used for self-nomination only, so please do not submit nominations on behalf of other residents. **All nominations must be received no later than Sunday, October 8, 2023.** Names of all nominees received by **October 8, 2023** will be reviewed by the Nominating Committee to determine eligibility prior to appearing on the ballot. The ballot will *not* include a provision for write-in votes, so only candidates having self-nominated by the deadline and approved by the Nominating Committee will be eligible to be elected.

Board of Directors responsibilities are listed below; and are also found in our CHHOA By-Laws, Article VIII, Section 8. See the By-Laws section of our chesapeakehaven.com website.

A. President: The President shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

B. Vice-President: The Vice-President shall act in the place and stead of the President in the event of his absence, inability or refusal to act and shall exercise and discharge such other duties as may be required of him or her by the Board.

C. Secretary: The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members, keep the corporate seal of the Association and affix it on all papers requiring said seal, serve notice of meeting of the Board and of the Members, keep appropriate current records showing the Members of the Association together with their addresses and shall perform such other duties as required by the Board.

D. Treasurer: The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors, shall sign all checks and promissory notes of the Association, keep proper books of account, cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year, and shall prepare an annual budget and statement of income and expenditures to be presented to the membership at it regular annual meeting and deliver a copy of each to the Members. A current statement of income and expenditures will be provided to the Secretary in time to be included with each Newsletter published.

Download this document, complete it then email the completed form to CHHOA director Diane Solimeo at diane.solimeo@gmail.com. Please put CHHOA Board Nomination Form in the subject line of your email. Nomination form must be submitted no later than **Sunday, October 8, 2023.**

**I wish to become a candidate** for election to the Chesapeake Haven HOA Board of Directors. Upon verifying my eligibility, please include my name on the Ballot for this election.

*All fields on this application MUST BE COMPLETED unless otherwise indicated.*

FIRST NAME:

Last NAME:

EMAIL ADDRESS:

POSITION I AM APPLYING FOR: (*you must choose one; place X on line*)

\_\_\_\_\_\_ PRESIDENT

\_\_\_\_\_\_ VICE PRESIDENT

\_\_\_\_\_\_ TREASURER

\_\_\_\_\_\_ SECRETARY

\_\_\_\_\_\_ DIRECTOR (3 seats available; position provides feedback and assistance to above listed positions)

MY QUALIFICATIONS AND/OR CANDIDATE STATEMENT: (*List your qualifications below with respect to the above position you wish to hold.*)

SIGNATURE: