

**2019**  
**CHARLESTON HARBOR HOMES**  
**ASSOCIATION**  
**CALL FOR BOARD OF DIRECTOR**  
**NOMINATIONS**

In preparation for the annual election of the Board of Directors on Tuesday, **August 27, 2019**, the Board is officially calling for nominations for 2019/2020 Board of Directors. Charleston Harbor Homes Association, Inc. is a duly registered not-for-profit corporation run by an all-volunteer Board of Directors. For the upcoming year, the board is assisted in managing Charleston Harbor by Brookwater Management. Brookwater Management will oversee the day-to-day operations for our community at the direction of the Board of Directors.

Nominations for the 2019/2020 Board of Directors are to be made in advance as we will NOT accept nominations from the floor at the annual meeting. We expect turnover in the board this year and we encourage members consider applying. Your HOA welcomes your input and encourages homeowners to become involved in your neighborhood development/improvements by volunteering to serve on the upcoming 2019-2020 Board.

To nominate yourself or your neighbor for a Board member position, (a nominee must be a member of the association in good standing with no delinquencies) please send an email to **chhwebmaster@yahoo.com**, mail your nominations to **Brookwater Management, 118 N. Conistor St., Suite B # 322, Liberty, Mo 64068**, send a private message to Marlin Roberts via the Nextdoor Charleston Harbor website, or at the bottom of **charlestonharbor.org** page under "comments." Please include your name, address, phone number and a brief biography of yourself (how long in Charleston Harbor, where you work, why you are interested in being involved on the board) If you are nominating someone other than yourself, please be sure to include the nominee's name and contact information.

**Nominations and biographies are due to the Board no later than August 1, 2019. Residents will receive candidate information as well as ballots and proxy forms by August 15, 2019.**

The bylaws for Charleston Harbor Homes Association, Inc. specify that a board of directors be elected annually for a one year term. We are required to elect a minimum of five (5) board of directors. Four of which are to serve as officers. Those officers are: president, vice president, secretary and treasurer. Here is a brief explanation of each position.

**President** - The president is the chief executive officer for the association. The president's authorities and responsibilities are dictated by the association's governing documents (that is our bylaws, declarations, covenants and restrictions). Generally, the president is the person in charge and has the authority to supervise everybody. The president runs the meetings, making sure the meeting is staying on schedule, discussion stays on the agenda, and keeping members and the board in order and on focus. The president has the authority to sign checks and all contracts on behalf of the association. Basically the president oversees the day-to day operation of the association.

**Vice President** - The vice president steps in if the president is unavailable. If there's a board meeting and the president isn't there, the vice president runs the meeting. If the president goes on vacation and an emergency comes up, the vice president will step in. The vice president has the authority to sign checks.

**Secretary** - The secretary records and "preserves" meeting minutes of the board of directors, posts notices for all meetings of the board of directors as well as scheduling meeting locations. The secretary may also be a co-signer for legal documents filed with the county.

**Treasurer** - The Treasurer oversees funds taken in by the association as well as the funds paid out by the association. Whereas the day-to-day deposits and bills are handled by the management company, the treasurer is the liaison and communicator with the management company. The treasurer has the authority to sign checks and arrange payments as well as oversight of all financial reports and documents.

**Voting for Board members will be done by residents at the annual meeting Tuesday, August 27, 2019. Once the Board is elected, the Board will elect officers from amongst themselves. Each homeowner in Charleston Harbor (in good standing) is eligible to vote either in person or by proxy. We strongly encourage all residents to participate in the election of its Board of Directors.**