

Q MEMORANDUM

DATE: **Month/day/year**
TO: **The Quintet Condominium Homeowners**
FROM: **Name, Chairperson, Quintet Board of Directors**
RE: **Annual Membership Meeting and Board/Committee Services**

The Quintet Condominium Annual Membership Meeting is scheduled for **Tuesday, Date**. There are “X” board positions open due to expiration of terms. Service on the board is completely voluntary, and we need concerned homeowners who can devote their time and passion to serve The Quintet Condominiums.

Serving the board means you will be part of the team of residents elected to manage the business of the association. As a member of the board, you will:

- participate in monthly board meeting to discuss/decide community issues/projects
- review the community financials/expenses to assure we are in good standing
- seek ways to improve the living quality of all Quintet residents
- work with CMI management to make decisions about maintenance/upkeep
- develop rules and processes for the association
- create a harmonious environment for the community

We especially welcome all owners to serve on the board to work with their neighbors in managing the association business.

If you are interested in serving on the Board of Directors, please contact Steve Meyer, Community Manager, at steve@thequintet.org or 503-292-7800. Obtain the Declaration of Candidacy and submit it along with a one-page resume/biography and current photo by 4 PM, **Date**. While nominations are taken from the floor at the annual meeting, interested homeowners should prepare and send the information beforehand.

Committee service is also extremely important to The Quintet community. Consider volunteering your expertise on one or more of eight specific committees that report and make recommendations directly to the board.

In the event the board is unable to find enough interested owners to serve, a court appointed paid receivership may be the only option for the HOA. This would incur a large expense and raise in HOA fees.

If you have questions regarding board and/or committee service, please contact Steve Meyer, Community Manager (stevem@communitymgt.com), **Name**, Board Chair (joanb@thequintet.org) or any current board members: **Names**.

Thanks for your consideration.

J. Buttram & M. Faupel, October 2020