

## **Quintet Memorandum for the Annual Membership Meeting and Board/Committee Services**

**DATE:**        **Enter date**

**TO:**         **The Quintet Condominium Homeowners**

**FROM:**      **Chairperson, Quintet Board of Directors**

**RE:**         **Annual Membership Meeting and Board/Committee Services**

The Quintet Condominium Annual Membership Meeting is scheduled for **enter date and time**. The results of the Board of Directors election process will be announced that evening and the newly elected Directors for the **enter the current year** year will be seated.

There will be **add the number of** two-year board positions that need to be filled due to the expiration of terms of **enter correct number** current Board members. Should those whose terms are expiring wish to remain on the Board, they are required to go through the annual election process and be re-elected to the Board.

Service on the board is voluntary. We need concerned homeowners who can devote their time and passion to serve The Quintet Condominium Community..

The role of the Board is specified in our Bylaws, Section 3.7. Briefly, the Board acts as advisors to the management company in the overall management of our Association.

Serving the board means you will be part of the team of residents elected to direct 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 property management to make decisions about maintenance/upkeep
- develop rules and processes for the Association
- create a harmonious environment for the community

If you are interested in serving on the Board of Directors, please contact the Office Manager, at [maria@thequintet.org](mailto:maria@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 **enter date and time**.

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 Bluestone Real Estate Services at ([hoa@bluestonecam.com](mailto:hoa@bluestonecam.com)) or any Board Members. Contact information for each Board member is on the Quintet website.

Thank you for your consideration.