

## Memorandum

To: Cameron Glen/Park Homeowners

CC: CGHOA Board Members

From: CGHOA Election Committee  
Peggy Wilson  
1253 Crown Terrace  
Marietta, Georgia 30062

Date: October 7, 2022

Re: **CGHOA BOARD CALLS FOR NOMINATIONS**

The CGHOA Board members would like to announce a "call for nominations" to serve on the CGHOA Board for the **2023-2024** term. This letter outlines the process and timeline we will use for the elections.

There are three attachments to this memo. They are as follows:

**Attachment I** - Details the roles and responsibilities of the Board of Directors as found in Article III, Paragraphs 3.01, 3.02 and 4.02 of the Association's Bylaws. The Amended Bylaws effective November 2010 specify there are to be five officers of the association whose terms shall be for two (2) years. The use of the Masculine gender in the Bylaws and in the following attachments shall be deemed to also include the Feminine gender.

**Attachment II** - Details the job descriptions for all Board members as found in Article IV, Paragraphs 4.05 - 4.09 of the Bylaws.

**Attachment III** - A "Nomination Form" for you to fill out and return to any member of the Elections Committee.

The outline of the process is as follows:

### **Step 1:** Soliciting Interested/Qualified Candidates

Any homeowner *in good standing* (this specifically means that you do not owe any past or current dues to the Association, you do not owe any outstanding fines or late fees from current or previous violations of the covenants, the Association does not have a lien on your home, and you are a Homeowner in Cameron Glen or Cameron Park eligible to run for election to the Board). Individuals may run for only one position per term and current Board members may run for re-election.

**To run for an office, please complete the "Nomination Form" attachment and return it to a member of the Elections Committee no later than October 28<sup>th</sup>, 2022.**

## **Step 2:** Distributing Notification of Candidates to Community

On **October 29<sup>th</sup>**, the Elections Committee will be responsible for written notification via email to the community of all candidates, their qualifications, and any unfilled positions. At this point, candidates will be notified and will have from **October 29<sup>th</sup>** to **November 5<sup>th</sup>** to have their name deleted from the ballot if they choose. Other individuals will also have an opportunity to put their names forward. After **November 5<sup>th</sup>**, all names submitted will be put on the official ballot for elections.

This one-week review prior to the official ballot will allow us to learn about the candidates before the vote and will give an additional opportunity to others to fill any vacant slots. If vacant positions remain on the final ballot the new members of the board will appoint an individual in good standing to any vacant slots.

## **Step 3:** Distribution of Ballots

Ballots will be prepared listing all candidates for each office, their qualifications, relevant experience, and their reason for wanting to serve on the Board. The ballots will then be distributed to all homeowners in good standing, no later than **21 days Prior to the Annual Meeting per Article 2 Section 2.04 of the Bylaws**. Consistent with Article 1, Paragraph 1.04, of the Bylaws, one ballot will be provided per Lot. Nominations may also be taken from the floor at the Annual Meeting, so ballots will be included in materials given to owners when they sign in.

## **Step 4:** Election

Ballots will be due either in person or Via Proxy at the 2022 Annual meeting. Ballots sent via the mail must be received by this date with a signed proxy. Should an owner attend the annual meeting in person, the proxy becomes void and the owner must cast their vote at the meeting. Ballots should be returned in a sealed envelope to the Elections Committee. The envelopes will be opened and counted only by the Elections Committee. Only ballots that are signed will be counted. If only one Co-Owner of a Lot attempts to cast a vote, it should be conclusively presumed that such Co-Owner is authorized on behalf of all Co-Owners to cast the vote for the Lot.

Consistent with Article 1, Paragraph 1.05, the election will be based on a simple majority (more than 50%) of those voting. Runoffs will be conducted for positions in which no candidate receives a majority of the vote. The Elections Committee will provide the results to the Board. The Board will notify the winners and will notify all homeowners of the results via a separate notice. Assuming there are no runoffs, transfer of responsibilities from the old Board to the new Board will officially take place at the **2022** Annual Homeowners' Association Meeting.

If you are interested in serving our community, we hope you will submit your nomination. It is only through the volunteer efforts of our neighbors that we can enjoy this wonderful community. Please take some time to consider nominating yourself, though it may be hard work and time consuming, we all will be grateful for your service.

Best Regards,

CGHOA Elections Committee

## Attachment I

### Article III

#### THE BOARD OF DIRECTORS

##### 3.01 - General Powers:

The business and affairs of the corporation shall be managed by the Board of Directors. In addition to the powers and authority expressly conferred upon it by these Bylaws, the Board of Directors may exercise all such powers of the corporation and do all such lawful acts and things as are not by law or by the Declaration or Articles of Incorporation directed or required to be exercised or done by the Members. The Board shall have the power to adopt such rules and regulations, as it deems necessary and appropriate and to impose sanctions for violations thereof, including, without limitation, monetary fines and liens for the nonpayment thereof, suspension of voting rights and the prohibiting of use of the Common Property.

##### 3.02 - Express Powers:

In addition to the powers authorized by these Bylaws or by any resolution of the Association that may hereafter be adopted, the Board of Directors shall have the power to conduct the affairs of the Association, which shall include, by way of explanation, but not limitation, the following:

- (a) preparation and adoption of an annual budget in which there shall be established the contribution of each Owner to the common expenses of the Association;
- (b) making assessments to defray the common expenses, establishing the means and the methods of collecting such assessments, and establishing the period of the installment payments of the annual assessment (unless otherwise determined by the Board of Directors, the annual assessment for the proportionate share of the common expenses shall be payable in equal monthly installments, each such installment to be due and payable in advance on the first day of each month for said month);
- (c) overseeing and causing by reasonable means, and/or providing for, the operation, care, upkeep, and maintenance of all the Common Property;
- (d) designating, hiring, and dismissing the personnel necessary for the operation of the Association, the maintenance, repair, and replacement of the Common Property and, where appropriate, providing for the compensation of such personnel and for the purchase of equipment, supplies, and material to be used by such personnel in the performance of their duties;
- (e) collecting the assessments, depositing the proceeds thereof in a bank depository which it shall approve, and using the proceeds to administer the Association;
- (f) opening of bank accounts on behalf of the Association and designating the signature required;
- (g) making and amending rules and regulations;

- (h) enforcing by legal means the provisions of the Declaration, these Bylaws, and the rules and regulations adopted by the Board of Directors, and bringing any proceedings which may be instituted on behalf of or against the Owners concerning the Association;
- (i) keeping books with detailed accounts of the receipts and expenditures affecting the Association and its administration, and as appropriate, specifying the maintenance and repair expenses and any other expenses incurred. The said books and vouchers accrediting the entries thereupon shall be available for examination by the Owners and mortgagees, their duly authorized agents, accountants, or attorneys, during general business hours on working days at the times and in a manner that shall be set and announced by the Board of Directors for the general knowledge of the Owners;
- (j) where not specifically prohibited by law, delegating its powers and responsibilities, including but not limited to the foregoing, to any officers, committees or subcommittees of the Association, and hiring professional managers, accountants, independent contractors or others for the purpose of operating the Association and maintaining the Common Property.

Article IV  
OFFICERS

4.02 – Election and Term:

Effective at the 2010 election all executive officers shall be elected by the members of the Association. The President, Treasurer and Assistant Secretary shall be elected for a term of two (2) years and the Vice President and Secretary shall serve for one (1) year. Thereafter, all officer terms shall be for two (2) years or until their successors have been elected or until their earlier death, resignation, removal, retirement, or disqualification.

The following table is provided to summarize the intended rotation of the members of the Board of Directors

Even Years	Odd Years
President	Vice President
Treasurer	Secretary
Assistant Secretary	

## Attachment II

### Article IV

#### OFFICERS

##### 4.05 - President:

The president shall be the chief executive officer of the corporation and shall have the general supervision of the business of the corporation. He shall see that all orders and resolutions of the Board of Directors are carried into effect. The president shall perform such other duties as may from time to time be delegated to him by the Board of Directors.

##### 4.06 - Vice President:

The vice president shall, in the absence or disability of the president, or at the direction of the president, perform the duties and exercise the powers of the president. Vice presidents shall perform whatever duties and have whatever powers the Board of Directors may from time to time assign.

##### 4.07 - Secretary:

The secretary shall keep accurate records of the acts and proceedings of all meetings of Owners, directors, and committees of directors. He shall have authority to give all notices required by law or these Bylaws. He shall be custodian of the corporate books, records, contracts, and other documents. The secretary may affix the corporate seal to any lawfully executed documents requiring it and shall sign such instruments as may require his signature. The secretary shall perform whatever additional powers the Board of Directors may from time to time assign him.

##### 4.08 - Treasurer:

The treasurer shall be the chief financial officer of the corporation and shall have custody of all funds and securities belonging to the corporation and shall receive, deposit, or disburse the same under the direction of the Board of Directors. The treasurer shall keep full and true accounts of all receipts and disbursements and shall make reports of the same to the Board of Directors and president upon request. The treasurer shall perform all duties as may be assigned to him from time to time by the Board of Directors.

##### 4.09 - Assistant Secretary:

The assistant secretary shall, in the absence or disability of the secretary perform the duties and exercise the powers of that office, and shall, in general perform such other duties as shall be assigned to him by the Board of Directors. Specifically, the assistant secretary may affix the corporate seal to all necessary documents and attest the signature of any officer of the corporation.

**Attachment III**

Nomination Form

**To run for an office, complete this Nomination Form and return it by October 28<sup>th</sup>, 2022 to the Elections Committee at:**

Peggy Wilson  
1253 Crown Terrace  
Marietta, Georgia 30062

I wish to submit my nomination for the position of: (Circle only one)

Even Years	<del>Odd Years</del>
President	<del>Vice President</del>
Treasurer	<del>Secretary</del>
Assistant Secretary	

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name (printed): \_\_\_\_\_

PHONE: \_\_\_\_\_

Please include a paragraph (no more than ¼ page single-spaced) that includes:

- 1) your relevant experience and knowledge, and
- 2) why you would like to serve on the Board. This information will be included in the ballots that go to all homeowners.