

Dear Homeowner,

It has been an exciting and eventful year for the Board with many changes. As we go into our Annual Meeting it is the time of year where the terms of members expire and transitions occur. This year we will be looking to fill three vacancies. These are volunteer positions which allow us to keep our quarterly fees at very reasonable levels, and a tradition we are hoping to continue.

Currently, Nancy Brickman and Mary Lowrance are completing the first year of their three year terms. Peter Beardsley and Susann Ebberts were appointed to fill vacancies until the Annual Meeting and will not be running for office. A fifth Board position was vacated and not filled during the year.

While Board of Director positions are decided after the election, the general duties for these positions are:

#### **Board President**

Preside over monthly, annual and other Board Meetings, assure communication between members, assure budget guidelines are adhered to, assure Covenants and By-Laws are followed, assure Board is accountable to the membership and other duties as required.

#### **Secretary**

Ensure compliance with Keys By-Laws, Covenants and Rules & Regulations, coordinate all communications, prepare agenda for monthly Board meetings, scribe minutes from all meetings, send documents to our website to be posted, keep an up-to-date notebook with all minutes, financial documents and correspondence.

#### **Treasurer**

Provide oversight of the accounting function, ensure operating spending falls within HOA approved budget, ensure cash reserves are adequate, create annual operating and long-term maintenance plans to be approved by community, recommend required dues rate to support the financial needs of the community, present financial position to community and other related duties as required.

#### **Landscaping/Groundskeeping/Irrigation – (responsibilities could be shared by two Board directors)**

Direct and work with our paid vendors to assure landscape maintenance of all Keys common areas, assure irrigation systems are working properly, review homeowners' requests for landscape services in common areas around their townhouse, approve or present to Board landscape projects requiring attention in support of the Beautification Plan, maintain landscape budget with Board input and other landscape related duties as requested.

#### **Architecture**

Facilitate processing of homeowner architectural requests, Review with the Board homeowners requests for construction or changes within Architectural Guidelines, approve replacements of existing decking, windows, etc., that conform and are consistent with existing architecture styles and other related duties as requested.

**The KEYS needs YOU!!!** Please consider participation in these vital roles by giving back to the community. If you'd like to talk with a current Board member, please reach out to any of us.

Note: We're in SPECIAL NEED of board member(s) who are interested and knowledgeable about landscaping. If you have these skills and are thinking about how to get involved, the Keys BOD might be a great fit!!!

To apply, contact Grace McGee at the office 910-707-0843. Please provide a brief outline of your life experiences and what other experiences you can bring to the Board.

Thank you for your consideration.

The Keys at Kure Village HOA Board