

## Nominations for Annual Election

The Board of Directors is tasked with conducting the Annual Election of Officers for the Country Lake Farm community. All positions are open to nomination. Elections are for members who have paid their dues for the 2013 year. These positions include:

President  
Vice President  
Treasurer  
Secretary  
Chair of Architectural Control Committee (ACC)

### Description of Offices

#### President:

The president shall preside at all meetings of the Board of Directions; shall see that the orders and resolutions of the board are carried out; shall sign all leases, mortgages, deeds and other written instruments and shall co-sign all checks and promissory notes.

#### Vice-President:

The Vice-President shall act in the place and stead of the President in the event of his/her absence. Inability or refusal to act and shall exercise and discharge such other duties as may be required of him/her by the Board.

#### Secretary:

The Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; keep appropriate current records showing the members of the Association together with their addresses, and shall perform such other as required by the Board.

#### Treasurer:

The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year, and shall prepare an annual budget and a statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

#### Chair Architectural Control Committee:

The ACC Chair shall see that homes within the subdivision are in compliance with ACC Design Standards; accept written requests by homeowners for improvements according to ACC standards; shall review such requests and give response to homeowners; shall canvass the neighborhood for homes that are not up to ACC Design Standards and work with the Board and the homeowner to obtain compliance; shall recommend changes to the design standards.

**Nomination Ballet**  
 (Note, you can also nominate yourself for any position)

**\*\*\*Complete and return to mailbox @ 2851 Overlake Run by February 15, 2014\*\*\***

Your Name (print): \_\_\_\_\_

Your Address (print): \_\_\_\_\_

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

Office	Name of Nominee	Nominee Address or Contact #
President		
Vice-President		
Secretary		
Treasurer		
ACC Chair		

**\*\*\*Complete and return to mailbox @ 2851 Overlake Run by February 15, 2014\*\*\***