

Cedar Highlands HOA Policy and Procedure

Policy Number: No. 2024-1

Name: APPOINTING ADMINISTRATIVE OFFICERS

Date of Inception: January 18, 2024

Objective:

Provide opportunities for Cedar Highlands Members not on the Board to volunteer and serve at the discretion of elected Board members, as an Administrative Officer to that Board member.

Background:

In an effort to better share the work/responsibilities of governing the HOA, the CHHOA Bylaws allow for the Board to appoint additional officers for any specific purpose agreed upon and approved by the HOA Board. Specifically, ARTICLE VII, OFFICERS; states the following in Section 2:

“The Board may appoint and may authorize the President or another officer to appoint, any other officers that the business of the Association may require, each of whom shall have the title, hold office for the period, have the authority, and perform all the duties specified in these Bylaws or determined from time to time by the Board.”

Policy:

Each Board Member may select one Administrative Officer (AO) to support them in carrying out required duties of the Board. The opportunity to select and appoint an AO is optional for each Board member. Likewise, the opportunity for a non-Board Member to serve as an AO to an elected Board Member is voluntary and can be discontinued at any time at the will of either the Board member or AO.

Procedure:

Upon deciding to have an AO and selecting a person to support them, Board members should confirm the willingness of their desired AO to assist them and prepare a brief introduction of their proposed AO to be shared before the Board at a regularly scheduled meeting for Board action/approval. Once approved all AO's will sign the CHHOA Code of Ethics and Non-Disclosure Agreement to preserve confidentiality.

