

TO: Cedar Highlands HOA Board of Directors
FROM: Lori Silva – HOA Secretary
DATE: 02/08/2024
RE: Appointment of Administrative Officer

BACKGROUND

CH HOA Board Policy 2024-1 APPOINTING ADMINISTRATIVE OFFICERS, allows each member of the Board to recommend a willing member volunteer to provide support and assistance in fulfilling the responsibilities of the Board member. An administrative Officer has no independent authority to act on behalf of the Board or Association unless expressly directed by the Board member or by formal action of the Board as a whole.

RECOMMENDATION

I am recommending the Board approve the appointment of CH HOA member Lisa Hatch to serve as my Administrative Officer under my service as Secretary. This appointment can be terminated at any time by either party and would end immediately should I no longer serve as a member of the Board. This is a voluntary agreement between the Board member and HOA Member. Lisa Hatch has agreed to volunteer to serve in this capacity.