

EAST BAY PLANTATION HOMEOWNERS ASSOCIATION BOARD VOLUNTEER FORM

East Bay Plantation is in need of volunteers to fill positions on our Board of Directors for the year 2017. We are in need of 1-2 Directors and a Secretary.

Anyone interested in volunteering for the Board, please review the responsibilities and enter your name below:

Director: _____

Director Responsibilities: Each Director is responsible for a specific area of the community (i.e. pool, tennis court, grounds maintenance, landscaping, irrigation, lake, etc.). This includes overseeing the maintenance contractor for that area, procuring quotes and bids for special projects or out of the ordinary maintenance, and making recommendations for the selection of a vendor. Board Members are also expected to attend monthly Board Meetings and quarterly General Meetings and report on their specific area.

Officer (Secretary): _____

Secretary Responsibilities: Prepare and distribute agendas for all Board and General Meetings; record and prepare all meeting minutes and distribute as necessary; custodian of all meeting minutes and official records of the association; ensure access to records by owners or their authorized representatives (i.e. lawyers, real estate agents, title companies, etc.). The Secretary is expected to attend monthly Board Meetings and quarterly General Meetings and read the minutes from the prior meeting.

Please remember that Volunteering for community support is the basis for our on-going success.

We would like to thank you in advance for your consideration.

EAST BAY PLANTATION BOARD OF DIRECTORS

Please either bring this form to a General Meeting or return to:

East Bay Plantation Homeowner's Association
3979 St. Armens Circle
Melbourne, FL 32934