



Briar Cove Open Board Positions

Dear Residents,

The Board of Directors of Briar Cove invites you to apply to join the Board. We are a volunteer Board that works with residents, the management company, vendors and others to keep our community up to date and maintained in the most professional manner. You don't have to have previous experience on an HOA Board to join, although previous Board experience might be helpful.

The Briar Cove Board covers the following areas:

- Landscaping, exterior maintenance of homes, lawn mowing and snow removal
- Oversight of the committees such as the ARC Committee, Welcoming Committee, etc.
- Oversight of management company
- Policy, rules and by law review and proposed changes
- Financial analysis and management, budget, vendor negotiations
- Hold and organize quarterly and annual meetings (as they are available)
- Review complaints and issues

We meet quarterly with residents (in ordinary times), and there is one annual meeting. We also have a meeting with vendors and one with the ARC committee, both taking place in January each year. We meet occasionally alone as there may be a need but most communication is electronic.

If you're interested in joining other volunteers and want to contribute to your community, please consider joining us. The attached form must be returned by September 23 by dropping it off at 1319 Mackinaw Place in the box by the front door labeled "Briar Cove" or, scan and send to briarcoversidentsemail@gmail.com

Briar Cove Board of Directors

Sue Kagy, President

Lou Cisceros, Treasurer

Allen Jongsma, Director

Briar Cove Paired Cottages Association, Inc.
Candidate Form

Dear Homeowner:

If you are interested in a position on the Board of Directors, please take the time to complete the form below and return to Peter Bylen, at 3408 Enterprise Avenue, Valparaiso IN 46383 or fax to 219-465-6014 or email to pbylen@1stpropertymanagers.com no later than noon, September 23, 2020. The data will be forwarded to the nominating committee.

Name: _____ Phone: _____

Address: _____ Email: _____

Length of ownership: _____

Previous HOA experience: _____

Background information that would be relevant for a position on the Board: _____

Information about yourself for electors to consider: _____

Why would you like to serve on the Board? _____

Time conflicts with Board meeting or conflicts with the Declaration: _____

I acknowledge that if elected to serve on the Board of Directors I will accept those responsibilities as described in the By-Laws.

Printed Name: _____ Date: _____

Signature: _____