

# Hampton Club Condo Association

115 Edpas Road New Brunswick, NJ 08901

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## MEMORANDUM

### Hampton Club Condo Association *2012 Elections for Board of Trustees*

October 5, 2011

Dear Homeowners:

It's that time of year again and we are ramping up for the 2012 Elections for the Board of Trustees. We are requesting that any Unit Owner who is interested in running for an elected seat, please [Click Here](#) to complete the Nomination Petition and return it to Publicall by November 30, 2011. Notifications to all Hampton Club Unit Owners will be distributed on December 15, 2011 and elections will be held at the Hampton Club community club house on Thursday January 26, 2012.

#### *Who are the Board members?*

These are individuals who have a genuine interest in the enhancement of our community. They come from a variety of backgrounds; previous Board experience is not a requirement to run for election. The Associations Board is made up of five elected seats. These are voluntary positions there is no compensation or financial benefit to the individuals holding Board elected positions.

Each year, a certain number of Board seats are scheduled for election, for 2012 **there are two open seats**. Current Board members are permitted to re-run for the open seats, as well as any other Hampton Club Unit Owner. All Unit Owners running for an open Board seat must be in good standing (i.e., up to date with maintenance fees) with the Association. Board members once elected are required to serve a two year term.

#### **President**

- The chief executive officer of the Association.
- Presides at all meetings of the Association and of the Board.
- Has all of the general powers and duties which are usually vested in the office of President of an Association.

#### **Vice-President**

- Takes the place of the President and perform his duties whenever the President shall be absent/unable to act.
- The Vice President shall also perform such other duties from time to time as imposed by the Board.

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## *Who are the Board members?, continued...*

### **Secretary**

- Keeps the minutes of all meetings of the Board and the minutes of all meetings of the members of the Association

### **Treasurer**

- Has the responsibility for the custody of Association funds and securities and is responsible for keeping full and accurate accounts of all receipts and disbursements in books belonging to the Association.
- Responsible for the deposit of all monies and other valuable effects in the name of the Board.

### **Member-At-Large**

- Assist Board members with various tasks
- Provides additional homeowner perspective and input as a Board member

## *What are the responsibilities of a Board member?*

The Board is responsible for the oversight of the Association property, which includes the Common Elements as well as improvements, repair and maintenance of property; oversight of all costs and expenses incidental to the operation and administration of our Association. The Board utilizes expert attorneys, accountants, and the management company to assist in specific areas. In addition, the Board is responsible for promulgating the Rules and Regulations as established in the Master Deed, the By-Laws, and the Declaration of Covenants and Restrictions, as well as the additional general rules outlined in the By-Laws. Board members generally meet on a quarterly basis and must be willing to serve for a two year term.

## *I'm interested, what's the next step?*

[Click Here](#) to complete the Nomination Petition, include your name, address, and background and/or qualifications. All nomination petitions must be returned to Publicall Management by November 30. Then start canvassing your neighbors! Around the second week in December, Unit Owners will receive a copy of the Official Ballot which will include the names of all individuals interested in running for the open Board seats. The final accounting of all ballots and proxies will take place at the Homeowners meeting scheduled for 7pm on Thursday January 26, 2012 in the Hampton Club community club house.

In partnership with you,

*Hampton Club Condo Association Board of Trustees*