A request for vote was sent by Mike Morency, HOA President, on May 6, 2017 and conducted between the 6 HOA board members on the realignment of officers as further described below. The vote was conducted via email and the results are shown as follows:

 1.           I nominate Mark Gillies to Vice President, Planning and Development. In this role, Mark will be responsible for the 5 and 10 year HFCA financial forecast and action plan, in which we will address scheduling and budgeting for ongoing maintenance needs (i.e. the aerators), exploration of renewal projects (i.e. the basketball courts), and oversight of the 5 year and 10 year revenue and expense plan to determine what can be done and how. Of course, any such recommendations and plans will go to the Board for approval and oversight. Mark will be responsible for oversight of execution of any such initiatives that are agreed upon, and will maintain continued responsibility for contracts and handling Republic. No replacement will be named for Mark’s previous position as Assistant Treasurer, which will be retired, and Mark has said he will accept this role if elected.

* Melissa Clark                   Abstain
* Mark Gillies                      Yes
* Ron Kowaleski                 Yes
* Andrea Michael              Yes
* Mike Morency                 Yes
* Lauren O’Brien                Yes

2.           I am nominating Andrea Michael for the position of Treasurer. Andrea's current experience in the financial services functions of larger companies gives her the facility and familiarity with financial transactions, reporting, and an ease of understanding bank automation interfaces like Quickbooks that assessment and treasury automation will require. Her organizational and communication skills will facilitate the transparency of the financial reporting, and help us relate regularly and clearly to homeowners where and how their assessments are being invested. Andrea will interact with Mark to support and manage to the plan, and to implement the automation and payment options for members, as well as the financial tracking and reporting infrastructure to support cash flow management, budgetary reporting, and electronic disbursement of funds where required. We expect, for example, that under her stewardship we can offer members the opportunity to pay their assessments in two or possibly four smaller payments, making the impact of the current end-of year assessment less of a burden for some members. The Secretary position will be vacant until we can find a replacement, and I will work with Andrea to ensure responsibilities are covered until such time. Andrea has said she will accept this role if elected.

* Melissa Clark                   Abstain
* Mark Gillies                      Yes
* Ron Kowaleski                 Yes
* Andrea Michael              Yes
* Mike Morency                 Yes
* Lauren O’Brien                Yes

Mark will assume his responsibilities effective immediately, and I will set up a time with him next week to discuss goals and assisting any transition from Ron’s and his area to Andrea.

3.       AndreaM will not transition from Ron right away until we can find and nominate a new secretary, which we will begin by asking Lauren & AndreaM to post and send as follows:

 *Harvest Farms Community Association is looking for a volunteer for Secretary of the homeowner’s association. A sample of the basic responsibilities is below:*

* + *Record and distribute minutes from monthly HOA meetings and board meetings*
	+ *Management of the HOA email box - includes forwarding emails to the appropriate HOA officer, responding to resident inquiries and sending emails to all residents about reminders, information, etc.*
	+ *Maintain resident roster of homeowner names, phone numbers, etc*
	+ *Maintain homeowner email distribution list*
	+ *Receive, review along with President (and other board members if needed) and record architectural requests*

*If you are comfortable using technology:*

* + *Manage permissions of the HOA Google Drive*
	+ *Help maintain/file documents on the HOA Google Drive*
	+ *Update HOA website as needed such as calendar items, waste collection information, HOA documents/meeting minutes, pond/environmental status updates, etc*

*Your time commitment is one organizational meeting per month and a few hours in total for the other responsibilities. If you don’t know the technology stuff, we can teach you – it’s easy if you are comfortable with the Internet. The HFCA HOA is an exciting, vital community activity where you meet lots of your neighbors, have an important say in community events and activities, and participate in community development. Please send a note of interest to* *harvestfarmshoa@gmail.com* *– we look forward to hearing from you!*

*If you know of a potential candidate, please send their name in!*