



ORCHARD GLEN COMMUNITY ASSOCIATION

March 10, 2022

Dear Orchard Glen Member:

The Homeowners Association is preparing for their upcoming Annual Meeting/Election to be held in June 2022. We are soliciting the membership for volunteers who would like to serve their community. The Board of Directors consists of five (5) Members. For 2022 all five positions are up for election.

Candidate Qualifications:

The Association's property, business and affairs shall be governed and managed by a Board of Directors composed of five (5) persons.

Subject to Civil Code §5105, all Candidates for the Board must meet the following qualifications:

A. The Candidate must be an Owner. If title to a separate interest is held by a legal entity, such entity may appoint a natural person to serve or vote on such entity's behalf by delivering evidence of an appropriate written appointment to the Association;

B. The Candidate must be current in the payment of all regular and special assessments. For the purposes of these election rules, "current" means current in the payment of all regular and special assessments for the three (3) months immediately preceding the date of the election at which the Candidate is being considered for election to the Board;

C. Candidate may not hold a joint ownership interest in the same separate interest as any other candidate or incumbent director;

D. The Candidate is not eligible to run if the Association is aware or becomes aware of a past criminal conviction that would, if the Candidate were elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code §5806 or terminate the Association's existing fidelity bond coverage.

Director Requirements:

To remain qualified to serve on the Board of Directors, an Owner who has been elected to the Board of Directors must:

- a Not be absent from at least three (3) consecutive regularly scheduled meetings of the Board;
- b. Attend at least seventy-five percent (75%) of the Board meetings held during the year and attend the entire meeting each time;
- c. Comply with every duly approved action of the Board;
- d. Comply with the Association's governing documents and correct, within five (5) days of receipt of notice, any violation of the governing documents for which that Owner has been determined to be responsible pursuant to applicable due process requirements;

e. Not be more than three (3) months in arrears in the payment of any regular or special assessment;

f. Exhibit respect, professionalism and courteous behavior to owners, committee members, vendors, the Association's management agent and staff, and any other persons associated with or retained by the Association;

g. Be at all times an Owner in good standing;

h. Refuse any type of gain, such as money, services, products, gifts or gratuities of a significant value, as determined by a majority vote of the Directors who meet all of the required qualifications to serve as such, which gain is offered in relation to the Owner's service as a Director. In addition, the Owner must disclose such offers at an open meeting of the Board. Compensation for services duly approved by the Board and unrelated to duties as a Director or officer of the Association, and reimbursement of expenses associated with services to the Association, do not constitute prohibited gain within the meaning of this subsection; and

i. Not act in a manner determined by a majority vote of the Directors to be grossly detrimental to the general safety, health or welfare of the Association and its Members.

Nominations:

Nomination for election to the Board may be made from any qualified Member. Any Member may nominate himself or herself as a Candidate. Every qualified Member returning a candidacy form by the deadline established in any candidate solicitation shall be included on the ballot and in any associated ballot materials.

If you are interested in serving your community as a volunteer director and wish to seek election to the Board of Directors please complete the enclosed Declaration of Candidacy form. Please return the form **no later than April 11, 2022, 12:00 p.m. (Noon)** to Orchard Glen Community Association c/o Encore Property Management, P.O. Box 1117, Corona, CA. 92878-1117, You may also e-mail the completed form to sbeaver@encorepmc.com

If you have any questions, please contact Susan Beaver @ Encore Property Management, (951) 279-3934 x 222.

Sincerely,

ORCHARD GLEN COMMUNITY ASSOCIATION

On Behalf of the Secretary

Enclosure



ORCHARD GLEN COMMUNITY ASSOCIATION

DECLARATION OF CANDIDACY INFORMATION

Name: _____ Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____
Employer: _____ Occupation: _____
E-Mail Address: _____

The next form will be for you to complete. Keep in mind the next form is what will be mailed with the Notice of the Annual Meeting. Please keep it legible. If you wish to type something up that will be fine. We will not edit or redact any information on the next form. So whatever you place there will remain as you have written. Do not include any personal information such as address, phone number, emails on the next form. You may mail, fax or email your Declaration of Candidacy form. sbeaver@encorepmc.com

Please call if you have any questions.



ORCHARD GLEN COMMUNITY ASSOCIATION

DECLARATION OF CANDIDACY

NAME: _____

I believe the goals and objectives for the Board of Directors are:

Please list any experience or reasons why you feel you would make a good Board member:

Community Association experience:

1. _____
2. _____
3. _____

Civic Organizations and positions held:

1. _____
2. _____
3. _____

(Please use additional paper if necessary)