

Record of Email Discussion 7/25/25-10/14/25:

Board Member Resignation &

Board Vacancy Process

Date Range: July 25 – October 14, 2025

7/25/25, 2:49 PM – BoD Member 1 informed the Board via email of their intention to resign, indicating their expected departure would be around mid-September.

7/27/25, 9:16 AM – BoD Member 2 responded by referencing Bylaws Section 9.6 regarding board vacancies and outlined the procedure for appointing a replacement. They also requested an update on BoD Member 1's assigned tasks and asked if there were any homeowners who might be interested in filling the position.

8/8/25, 10:49 AM – BoD Member 2 contacted HOA Services to notify them of the upcoming resignation of BoD Member 1 and to seek clarification on the process to ensure compliance with governing documents.

8/11/25, 3:27 PM – HOA Services replied confirming that the remaining board members could vote to appoint a willing homeowner. If no one volunteered, the board could continue with two members, though the governing documents call for three.

9/9/25, 11:06 AM – BoD Member 1 confirmed their resignation would be effective **September 23, 2025**. They reported no updates on current projects and did not have a confirmed replacement, though they mentioned one possible candidate.

10/13/25, 5:38 PM – BoD Member 2 requested that HOA Services update the Community Announcements section of the HOA website to reflect the board vacancy and invite interested homeowners to volunteer.

10/14/25, 11:34 AM – HOA Services confirmed that the website had been updated with the notice regarding the open Board position.

Summary & Considerations

- The Board will remain vigilant in responding to any and all homeowners who express interest in filling the vacant position.
- Given the size and scope of the HOA, it is strongly preferred that the Board consist of at least three members. Operating with only two members places an increased burden on those individuals and limits the diversity of perspectives during decision-making.
- A three-member Board also provides a more balanced voting structure, helping to avoid potential deadlocks and facilitating smoother operations moving forward.