

ORCHARD HEIGHTS PROPERTY OWNERS' ASSOCIATION, INC.

**CALL FOR CANDIDATES**  
**ANNUAL MEMBERSHIP MEETING & ELECTION OF BOARD OF DIRECTORS**

The 2025 Annual membership meeting will be held on **August 24, 2025**  
(a formal Notice of Meeting with additional details will follow)

*Interested in serving on the Board?* Serving on the Board of Directors is your chance to make a difference in the community. As a Board member, you would be serving as a representative for the members and have a hands-on role in the success of our community. You would be responsible for the operations of the community as it currently functions and shape how it will look in the future. General responsibilities include solicitation, review and execution of contracts, including approving the hiring of contractors, establishing the annual budget and assessments each year, and attending regular Board meetings. You should review the community Declaration of Covenants, Article IV- Board of Directors (pgs. 6-10) for a detailed description of the Officer positions, and the respective Powers and Duties, Director Qualifications, Director Powers and Duties. A brief review of responsibilities is included.

We are re-electing a new Board of Directors. All five (5) Director positions are open; each will serve a three (3) year term. All Candidates are running for an open position on the Board. Once elected, the Board of Directors appoints amongst themselves the officer positions. If you are interested in running for a position on the Board of Directors, please complete the enclosed Candidate Information Form. It must be returned no later than **July 12, 2025**. All candidates must be owners of record for a Lot in the Association.

The Candidate Form should be returned to the following address:  
Orchard Heights Property Owners Association  
518 S Route 31 PMB295  
McHenry, IL 60050

Or you can scan and return the Form by email to the following address:  
[orchardheightsonthefox@gmail.com](mailto:orchardheightsonthefox@gmail.com)

The Candidate Information you complete will be mailed to all members, along with an official Association Ballot that will include the names of all candidates who have submitted a Candidate Information Form by the date indicated above.

**PLEASE NOTE: Any member who wishes to run for the Board and be named candidate on the official Association Ballot are required to fill out the attached Candidate Information Form and submit it by the date indicated above.**

If you have any questions, please contact the Board by email. Thank you for your interest in our community.

Sincerely,

**Board of Directors**  
Orchard Heights Property Owners' Association, Inc.

## **Board of Directors Officer Duties and Description**

The purpose of this Association shall be to promote the civic and general welfare and to protect the mutual interest of all the members and to stimulate interest in the entire community for the further development and improvement of the property belonging to the members of the Association.

The Association shall have a Board of Directors of not less than five (5) directors who shall be elected by the Members of the Association to manage and conduct the affairs of the Association.

A full description of the responsibilities of being a member of the Board of Directors can be found in the community's governing documents. Article IV, pages 6-10, specifically states all details. Listed below is a brief review of each officer position. Once elected, the Board of Directors shall appoint the following officers amongst themselves: President, Vice President, Secretary, Treasurer and Grounds Commissioner.

President- It shall be the duty of the President to preside at all meetings of the Board of Directors and of the Association, to call special meetings when necessary to legally requested to do so, to appoint special committees as necessary, and to have general supervision of all matters pertaining to the Association.

Vice President- It shall be the duty of the Vice President to assist the President and, in his/her absence, act in the order named in the performance of his/her duties as stated above.

Secretary- It shall be the duty of the Secretary to keep a permanent list of homeowners and to notify homeowners of all regular and special meetings, proposed By-Law Amendments to members, and issue absentee ballots, if requested, to members.

Treasurer- It shall be the duty of the Treasurer to receive all moneys and pay all authorized bills by check countersigned by the President of the Association. The Treasurer will be held responsible for accurate books, bank statements, and cancelled checks. The outgoing Treasurer will have the responsibility to instruct the new Treasurer on proper bookkeeping methods.

Grounds Commissioner- It shall be the duty of the Grounds Commissioner to supervise and make recommendations concerning maintenance or improvements of commons areas to the Board of Directors, request road signs, street signs and/or maintenance of roads to the appropriate township as necessary.

The annual election is a time when the community is being asked for volunteers who are willing to step forward and commit to and dedicate time to carry out the efforts of the Association. Thank you for your interest in our community.

**ORCHARD HEIGHTS PROPERTY OWNERS' ASSOCIATION, INC.**

**CANDIDATE INFORMATION FORM**

Please place my name on the official Association Absentee Ballot for the Election of the Board of Directors for the Association. This Candidate Information Form will be distributed to your fellow members.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Professional Work Experience:

\_\_\_\_\_  
\_\_\_\_\_

Please provide a brief list of qualifications including education and experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State your reason(s) and interest for running for the Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I am the owner of record and the only candidate running from the Lot listed.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please return this form to:  
Orchard Heights Property Owners Association  
518 S Route 31 PMB295  
McHenry, IL 60050

**Return no later than July 12, 2025  
for your name to be included on the official Association Absentee Ballot.**