
From: Charles Nolan
Sent: Friday, December 21, 2018 7:03 AM
To: 'Ted Bertele'
Cc: 'Roosevelt Ridge Board'; 'Scott Schorer'
Subject: RE: HOA Compliance Officer & Secretary Position
Attachments: Priority List.pdf

Gentlemen:

I'm flattered but I'm a small-government guy. The smaller the better.

I attached a short punch list of priorities that I believe require your immediate attention, and I copied Scott Schorer because only he can achieve two of the items — and he has a limited amount of time on one of them.

Please let me know if anything is unclear or how I may be of service to you.

After these issues are addressed, I am confident another stack of work awaits.
Charlie

From: Ted Bertele [mailto:director.ted@rooseveltridgehoa.com]
Sent: Thursday, December 20, 2018 2:44 PM
To: carolus@planetchunk.com
Cc: Roosevelt Ridge Board <board@rooseveltridgehoa.com>
Subject: HOA Compliance Officer & Secretary Position

Dear Charlie

The board would like to extend to you the position of HOA compliance officer and secretary. The board is extremely impressed with your knowledge and expertise and would be grateful to have your support. In the brief time you have been with us, your advice have proven invaluable. Please consider the role as outlined below (or amend) and let us know if you have any questions or comments. As we move forward in preparation for the budget ratification vote (tentatively 1/10/19), your support will continue to help upright the ship.

The HOA secretary maintains the association's meeting minutes and official records, reviewing and updating documents as required and ensuring they are stored safely and accessible to association members. He or she is responsible for providing proper notice of meetings, as well as distributing documents, such as official records, agendas and meeting minutes, on a timely basis to association members and/or their authorized representatives. In addition, as the custodian of the association's official records and documents, the secretary ensures the association meets all legal documentation requirements, such as annual filing deadlines.

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Ted Bertele
Director
Roosevelt Ridge HOA
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