

# Eastern Gardens

3045 Eastern Avenue \* Sacramento, CA 95821 \* 916-489-1604 \* Fax 916-489-1627

---

October 26, 2011

To: Members/Shareholders of Eastern Gardens Cooperative, Inc.

Subject: CANDIDATE FORMS, BOARD OF DIRECTORS

Dear Members/Shareholders:

For those members wishing to apply for an elected position for the 2012 Board of Directors please fill out the attached candidate form and return it to the business office during normal business hours. The completed forms will be forwarded onto the election committee chairperson, Ms. Isabelle Andrews or you may deliver them directly to Ms. Andrews at apartment 15. All forms **must be received no later than close of business, Thursday, November 10, 2011**. Due to limited space, please provide only a brief summary of your reasons why you wish to be on the Board of Directors, (i.e. one or two short paragraphs). Ballots will be mailed in early December. Voting will close, ballots counted, and the new board members will be announced at the Annual General Meeting on Tuesday, December 13, 2011.

Candidate question & answer session will be held on **Wednesday, November 16, 2011 @ 7:00 PM in the clubhouse**. The candidate Q&A will provide the opportunity for the general membership to hear and ask questions of those members running for the board.



Actual voting will be held prior and during the Annual General Meeting of the Membership on **Tuesday, December 13, 2011 @ 7:00 PM in the clubhouse**. For those members not attending the meeting and wish to vote, you must request an absentee ballot (either in person or by mail) 10 days prior to the regular vote date. Absentee Ballots must be enclosed in a privacy envelope marked "BALLOT" then placed inside a self-addressed envelope and either mailed or delivered to the business office at 3045 Eastern Avenue, Sacramento, CA 95821 at least 24 hours prior to balloting, per Eastern Bylaws Article IV, Section 7. However, it's highly recommended that you drop off your absentee ballot during normal business hours so that you can **sign the membership roster**; this is to ensure that your vote will be properly recorded. All absentee ballots will be forwarded onto the elections committee chairperson, Ms. Isabelle Andrews.

In order to help facilitate the election process, an Election Committee has been appointed and approved by the Board of Directors. Members from the general membership have volunteered to help oversee the election process. No other person or persons have been authorized or approved to assist in the facilitation of the election process other than those listed below. A brief summary of their duties is as follows:



- Take possession of the official ballot box; inspect the ballot box for contents before sealing and locking it. (Keys will be in their possession)
- Ensure that all members have received an official ballot.
- Oversee and conduct the Candidate Q&A session, (when applicable).
- Receive the general membership on the voting day; ensure that the membership roster is signed by the voting member and their ballot is properly placed inside the ballot box.
- Tally and inspect the ballots; tally individual votes received for each candidate.
- Announce results of the election.
- Receive and answer questions from the general membership.

The following is the Elections Committee Chairperson and point-of-contact, should you have any questions concerning the elections, candidate night or forms.

- Isabelle Andrews, Bldg. 3035 Apt. #15, (916) 971-4700

Candidate's requirements, in accordance with Eastern Gardens Bylaws, Article IV Sec. 7:

"No member shall be eligible to vote or to be elected to the Board of Directors who is shown on the books or management account of the Corporation to be more than 30 days delinquent in payments due the Corporation under his or her Occupancy Agreement".

Board of Directors Duties and Responsibilities, in accordance with By-Laws; Article V Sec. 2:

"The Board of Directors shall oversee the business and administration affairs of the Corporation. Its powers and duties shall include but not limited to the following:

- a) To accept or reject all applications for membership and admission to occupancy of a dwelling unit in the cooperative housing project, either directly or through an authorized representative;
- b) Subject to the approval of HUD Administration, to establish monthly carrying charges as provided for in the Occupancy Agreement, based on an operating budget formally adopted by such Board;
- c) Subject to the approval of HUD Administration and with majority vote of the membership to engage an agent or employees for the management of the project under such terms as the Board may determine;
- d) To authorize in their discretion patronage refunds from residual receipts when and as reflected in the annual report;
- e) To terminate membership and occupancy rights for cause;
- f) To promulgate such rules and regulations pertaining to the use and occupancy of the premises as may be deemed proper and which are consistent with the By-Laws and the Certificate of Incorporation and Regulatory Agreement.

(By-Laws; Article XI Sec.3)

- a) To promulgate such rules and regulations pertaining to the use and operation of the community facilities which are consistent with the By-Laws and the Certificate of Incorporation;
- b) To establish the annual dues, assessments and charges for the operation and maintenance of the community facilities and any other property, real or personal, owned by the Corporation.

In addition to the bylaws, every board member is expected to comply with the "Director's Code of Ethics", approved and adopted on May 24, 2006. (See Members/Shareholders Handbook, page 63)

Sincerely,

Eastern Gardens Board of Directors,

*James Patrick*

*Kathy Slotterback*

*Donna Schmetz*

*Chris Manning*

*Ed Healy*

*Diane McKee*

Attached:

1. Candidate Resume Form