Issaquah Highlands Community Association

**Notice of 2018 Election Process**

Statement of Interest for Board of Directors Candidates

Board Districts #2, #4, and #6

March 30, 2018

Dear Issaquah Highlands Association Owner:

Every two years, three Issaquah Highlands Community Association (IHCA) Board District positions are filled. These are two year terms commencing July 1st. The IHCA Board of Directors (BOD) approved an opening date of April 1, 2018 and closing date of April 25, 2018 for which residents from Board Districts #2, #4, and #6 may file for candidacy. All applicants from the appropriate Board Districts will be qualified and may be interviewed by the Board appointed Nominating Committee. If you are a resident of either Board District #2, #4, or #6 and would like to apply, the statement of interest application is available on the next page. Completed applications should be sent to IHCA [sarah.h@ihcommunity.org](file:///\\Ihcaserver2\ihca\Shared%20Documents\IHCA\Forms\Letter%20Templates\sarah.h@ihcommunity.org). Please see the IHCA website for Board district locations at <http://www.issaquahhighlands.com/ihca-bod-2018-election-timeline>.

Once the statement of interest forms are received, the ballots will be created and mailed to owners by the beginning of June. Return date for ballots will be June 25, 2018. The election result will be announced at the annual meeting scheduled for June 27, 2018 at the IHCA office 1011 High St. Suite 210.

There are many duties that a Board member performs with the primary responsibilities focused in the following areas:

1. Attend monthly and annual meetings

2. Review and approve annual operating budgets

3. Govern the organization in accordance to the governing documents and polices

4. Serve on one committee and attend monthly meetings for that committee

If you are interested in serving on the Issaquah Highlands Board of Directors and reside in Districts #2, #4 or #6 please return the statement of interest form to the Issaquah Highlands Community Association no later than **April 25, 2018** **at 5p.m.** Email: sarah.h@ihcommunity.org, Fax: 425-837-4720, Mail: 1011 NE High Street, Suite 210, Issaquah, WA 98029.