

## **CLUB RIO HOMEOWNERS' ASSOCIATION, INC. PRESIDENT'S AWARD CERTIFICATE GUIDELINES**

**PURPOSE:** To recognize the long-term, exceptional contributions or achievements of HOA members in support of the Club Rio Homeowners' Association or those with community-wide significance in Hacienda Del Rio or the community at large.

1. President's Award nominees must be residents of Hacienda Del Rio and previous Resident of the Month or Certificate of Appreciation recipients.
2. There should be at least one (1) year between a resident's nominations.
3. President's Award nominations must be in writing, include an explanation of the nominees' qualifying contributions or achievements in accordance with the purpose of the program and be signed by a Hacienda Del Rio resident or group of residents.
4. Nominations should be forwarded to the HOA President, Vice-Presidents, or Secretary. Nominations will be considered in the order in which they are received.
5. Nominations will be reviewed at HOA Board of Directors' meetings in Executive Session. Directors will vote on nominations and notify nominators of the Board's decisions. If the Board denies a nomination, the reason/s will be provided to the nominator.
6. The HOA President or designee will prepare the President's Award Certificates. The HOA President will present the President's Award Certificates to the recipients at monthly HOA meetings.
7. The President or designee, may submit an announcement in the monthly newsletter following President's Award presentations.
8. The HOA Secretary will maintain a list of President's Award recipients.
9. The HOA President may periodically provide information regarding the President's Award recognition program in the newsletter or at HOA meetings. The President's Award Certificate program guidelines will be posted on the HOA website.

**BOD APPROVED MAY 26, 2021**