

CLUB RIO HOMEOWNERS' ASSOCIATION, INC. RESIDENT CERTIFICATE OF APPRECIATION GUIDELINES

PURPOSE: To recognize 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. Nominees for Certificates of Appreciation must be residents of Hacienda Del Rio.
2. There should be at least two (1) year between a resident's nominations.
3. Nominations for Resident Certificates of Appreciation 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 any 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/s.
6. The HOA President or designee will prepare the Certificates of Appreciation. The HOA President will present the Certificates to the recipients at monthly HOA meetings.
7. The President or designee may submit announcements in the monthly newsletter following Certificate of Appreciation presentations.
8. The HOA Secretary will maintain a list of Certificate of Appreciation recipients.
9. The HOA President may periodically provide information about the Resident Certificate of Appreciation program in the newsletter or at HOA meetings. The Resident Certificate of Appreciation program guidelines will be posted on the HOA website.