

CHESAPEAKE STATION HOMEOWNERS ASSOCIATION  
(CSHOA)

VOLUNTEERS NEEDED

Our beautiful community is managed through Sentry Management and a number of volunteers.

Periodically we are in need of new volunteers. If you are interested in serving our community, please contact us through [chesapeakestationhoa.org](http://chesapeakestationhoa.org), select "Contact Us" located toward the top of the page, scroll down to the form for the "HOA Board or any Committee", and complete the form indicating your interest. That way we can contact you to discuss the volunteer openings and/or answer any questions you may have.

Below is a brief outline of the current volunteer roles:

CSHOA Board & Officer volunteers

The Board of Directors is responsible for the administration of the affairs of the HOA and supported by the CSHOA management company, Sentry Management. There are five Board members, some of whom also perform duties as officers:

PRESIDENT – The President leads the Board of Directors and presides at meetings of the Board, sets the agenda of Board meetings, and ensures that the orders and resolutions of the Board are carried out. The President has the authority to sign all leases and other written instruments, including contracts with service providers.

VICE PRESIDENT – The Vice President acts in the place of the President in the event of the President's absence and exercises such other duties as may be required of him/her by the Board.

SECRETARY – The Secretary manages HOA records, with the assistance of our management company, and maintains communications with HOA owners and residents through email, social media, and website channels.

TREASURER – With the assistance of our management company, the Treasurer ensures that an annual budget is developed, reviews financial reports produced by our management company, monitors financial progress against the budget, and ensures the books are audited annually by an independent accountant.

AT LARGE – Board members who do not have Officer roles are "At Large" and perform duties as may be needed to fulfill the responsibilities of the Board.

## CSHOA Committee volunteers

GROUNDS COMMITTEE: Helps identify issues relating to maintenance of the grounds (including coordinating with contractors) as well as making plans for improvements to the grounds and the beach, all in coordination with Sentry Management and the Board.

ARCHITECTURAL COMMITTEE: Considers applications for approval of plans and alterations by owners, in accordance with the HOA's Architectural Review Guidelines and procedures.

SOCIAL COMMITTEE: Helps plan and coordinate social events for CSHOA members, including the annual Luau (June) and Octoberfest (October).

YACHT CLUB: Helps manage the kayak/canoe/dinghy storage racks and collect annual fees, coordinating with Sentry Management.

While there may be a hesitancy to volunteer for a position on our Board or a Committee because it seems scary or a lot of work, few of our Board/Officer/Committee members, past or present, stepped up to the position with previous experience. You'll learn as you go. Terms are for one year and the time required is typically only a few hours a month. Also, an inability to recruit new volunteers could result in the HOA needing to hire more off-site companies for various roles, with an increase owner assessments to cover it. So please consider volunteering your time to help make Chesapeake Station a great place to live.