

# XXX Cluster Corporation

## Director Vacancies, xxx, 200?

In xxx, two directors resigned from the board. As such, two vacancies exist, one that expires in xxx, 200?, and one that expires in xxx, 200?.

Article IV, Section 2 of the By-Laws states: “Any vacancy occurring in the initial or any subsequent Board of Directors may be filled at any meeting of the Board of Directors by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors, or by a sole remaining director and if not previously so filled, shall be filled at the next succeeding meeting of the members of the corporation. Any director elected to fill a vacancy shall serve as such until the expiration of the term of the director, the vacancy in whose position he was elected to fill.” (The quorum for a board meeting is 3, and there are 4 remaining directors.)

The next regularly scheduled board meeting is set for xxx, 200?, at 7:30 pm, at a location yet to be determined. Nominations for these vacancies will be considered at that board meeting.

**Any owner who wishes to nominate for either of these vacancies is asked to notify the board secretary, xxx (see contact information below), no later than xxx, 200.** All nominees will be given an opportunity to address the board at the Feb meeting.

The duties of a board member include, but are not limited to, the following:

1. Prepare for, attend, and actively participate in quarterly and special meetings of the board.
2. Follow through on action items resulting from board decisions.
3. Take responsibility for oversight of one or more cluster maintenance or administration activities.

For further information about board activities and responsibilities, please contact any of the current board members: xxx, xxx, ... xxx, or any past board member.

For your information, the corporate officers are: xxx, president; xxx, vice-president; xxx, treasurer; and xxx, secretary.

Separately, I distribute by email copies of board meeting announcements and minutes, and annual corporation meeting minutes. If you are not currently receiving these, and wish to, please send me email (at xxx) requesting to be added to the distribution list.

xxx

XXX Corporation secretary