(Notice to be sent by mail on letterhead to addressee, or by email)

****(Email subject title)

NOTICE OF DEFICIENT BOARD MEMBER APPLICATION SUBMITTAL.

Date (Insert date)

NOTICE OF DEFICIENT BOARD MEMBER APPLICATION SUBMITTAL.

Bill Brown

69703 Van Gogh Road

Cathedral City, CA 92234

Re: Annual Election of Association Board of Directors

 Membership Meeting Date: (Insert meeting date)

 Approval of Nominee for Candidate to the Board of Directors

Dear Mr. Brown,

This communication is acknowledge the receipt of your Board Member Application for the above cited membership meeting date and to notify you that your application has been reviewed and found to be deficient in the following area(s) marked below:

* 1. **Biographical Brief** providing personal background (250 words or less)
* 2. **Qualifications/Interest Statement** for service as a Board member (500 words or less)
* 3. **Headshot** image of yourself. (a JPEG, TIFF or hardcopy personal image)
* 4. **Signed Application** is needed to attest to applicant knowledge of and compliance with Board member qualifications and requirements.

Please review your Application, complete the necessary revisions, and return the application before the Application deadline on December 28, 2022 (insert correct date here).

Should you have any further questions regarding your Application, please contact the Inspector of Elections using the contact information below.

Thank you for your interest in serving the Association.

(Insert signature)

John Smith

Inspector of Elections

Montage at Mission Hills Homeowners Association