



# Residents' Council 101

## March 5, 2026

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**Stephanie Leddy**  
**President 2025-2026**



# Charlestown Residents' Association

**All Residents are  
Members of the  
Association**



# Charlestown Residents' Association

**The Purpose** of the Association shall be to:

- 1. Promote** the health, comfort, and safety of the residents of Charlestown;
- 2. Enhance** participation of the residents in the daily activities of the community;
- 3. Encourage** mutual efforts between residents and management to improve welfare and services and to control expenses;



# Charlestown Residents' Association

- 4. Foster communication between the residents and management;**
- 5. Monitor legislation concerning the welfare of retirement communities and their residents;**
- 6. Maintain a positive relationship with the Board of Directors of the Charlestown Community.**



# Residents' Council

**The Residents' Council is the Governing Body of the Residents' Association.**

**Members of the Council are Resident-Elected**

**Installed at Residents' Association Annual Meeting**

**Fiscal Year—Sept 1-Aug 31**

**Council can Collect Dues**



# Residents' Council

**7 Members elected each year  
3-year term**

**21 Members**

**14 Committees**

**Outgoing President - Ex-Officio**

Revised August 22, 2025

# Charlestown Residents' Council 2025-2026



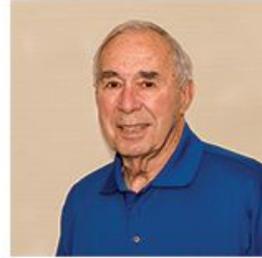
President  
Stephanie Leddy



Vice President  
Larry Taylor



Secretary  
Virginia Antevil



Treasurer  
Jerry Donaldson



Past President  
Joe Carrick



Benevolent Care  
Sandy Mack



Communications  
Hope Tillman



Communications  
Betty Elder



Conservation  
Charles Robinson



Conservation  
Gary Rogers



Dining Services  
Cathy Stevens



Finance  
Art Johnson



Grounds  
Dick Voelkel



Health  
Lois Eldred



Health  
Marty White



Housekeeping  
John Arnold



Legislative/Political  
Richard Lee



Maintenance-Engineering  
Brian McGill



Resident Life  
Bill Jones



Resident Life  
Fred Sadler



Safety and Security  
Ed Appel



Safety and Security  
Patti Ormiston



# Nominations for Council Members

## Nominating & Elections Committee

7 Member Minimum  
1 on previous Committee  
Outgoing Council Members  
Residents at large

## Committee Charge

Recruit/Identify Candidates  
Self Nomination—  
5 Supporters  
Obtain Signed Consent Form  
Prepare a List of Candidates

## Elections

Prepare Election Materials  
Conduct Election



# Nominations Process

Candidates Submit  
Bios & Consent to  
Serve by April 30th

Nominees Introduced  
to Residents' Council

Nominees List & Pictures  
Published in June *Sunburst*

Nominee Pictures  
Posted in Community  
Public Areas

Nominees Record Short  
Video for TV972

Campaign Restrictions  
No handbills/stump speeches, etc



# Election Process

## When

- Wednesday before Annual Association Meeting—2nd Monday of August

## Who

- All Residents' Association Members
- Absentee Ballots

## How

- Secret Ballot at Your Building Voting Place
- Tally Preserved
- Alphabetical List of Elected & Alternates



# Newly Elected Council

Installed at Annual  
Association Meeting  
2<sup>nd</sup> Monday In August

**3 Year Term**

**Vacancies  
Filled by  
Alternates**

**No Consecutive  
Full Terms**

**Alternates with  
Highest Vote**

**Resignations  
Appointments**



# INTRODUCTION TO COUNCIL OPERATIONS



# Bylaws of the Residents' Association

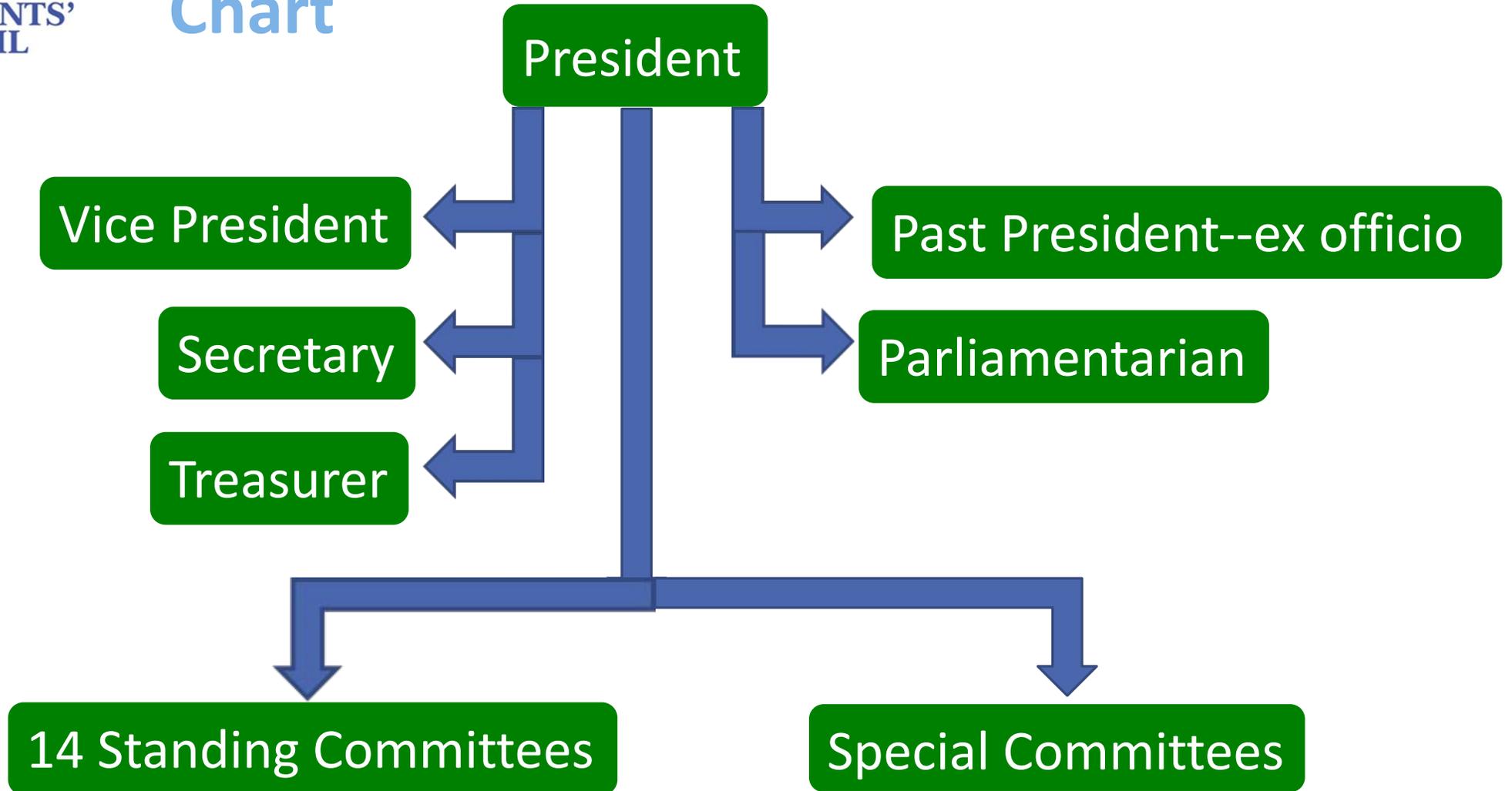


**Bylaws adopted as Articles of Association August 23, 1984  
Updated April 12, 2021, Approved August 9, 2021**

**Operated according to the:  
Policies and Procedures Manual  
and  
Parliamentary Procedures—Robert's Rules of Order**

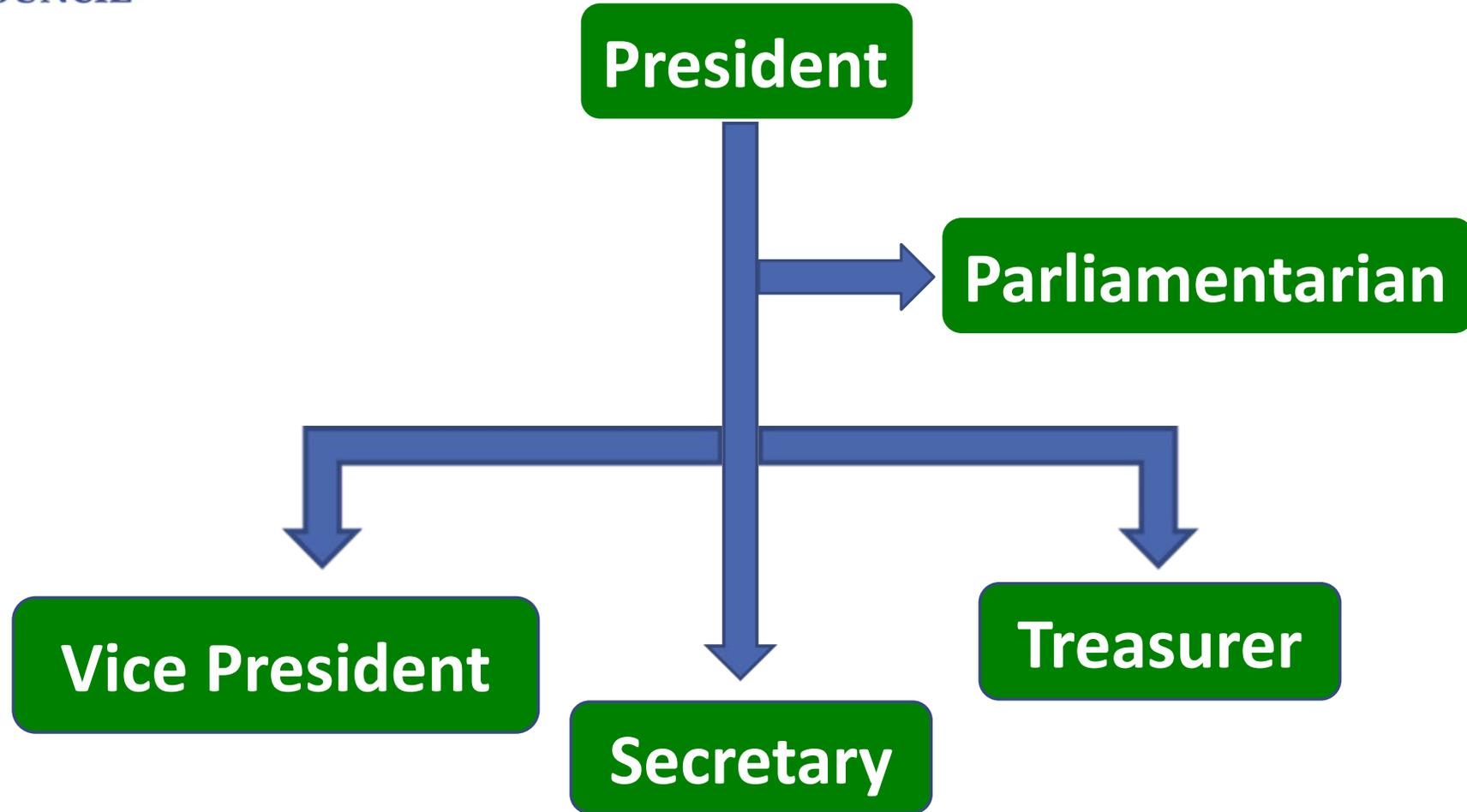


# Residents' Council Organizational Chart



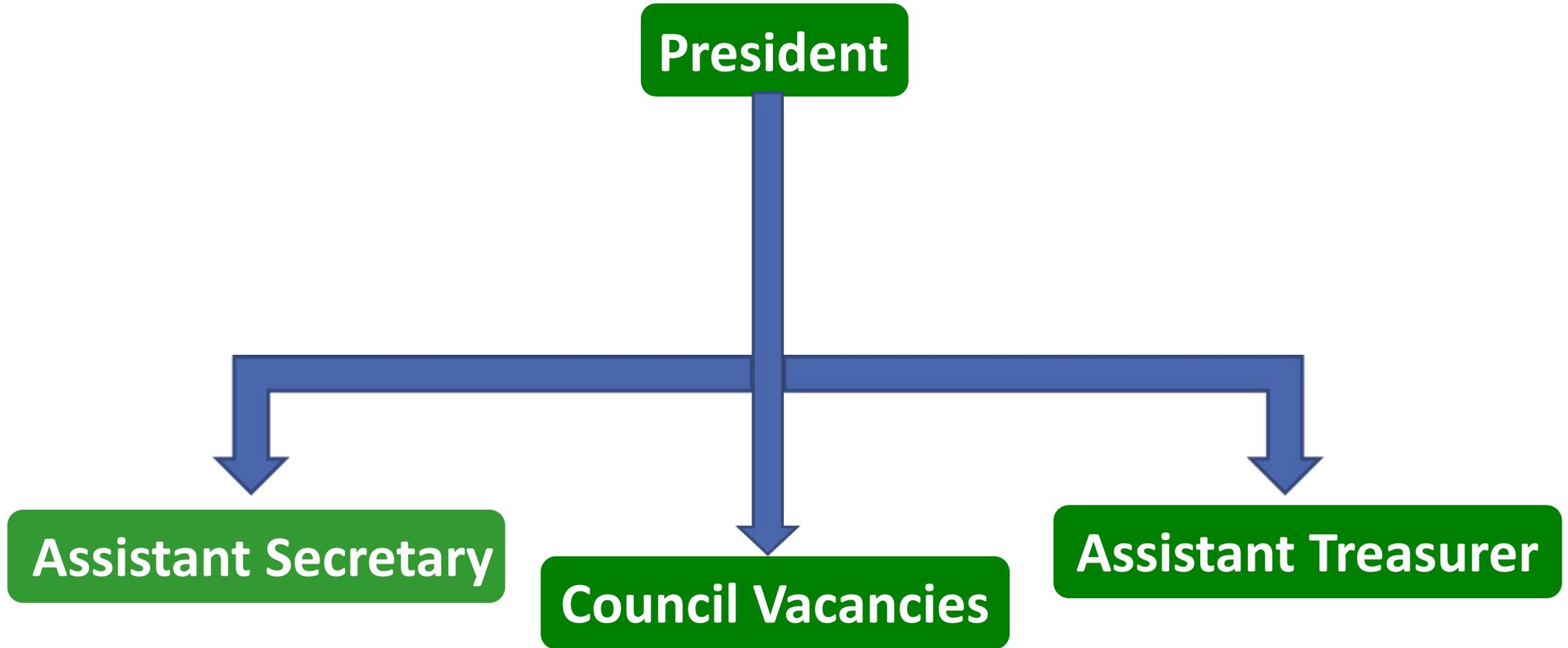


# Residents' Council Executive Committee





# Residents' Council Appointments





# Residents' Council Committees

Benevolent Care

Communications

Conservation

Dining Services

Finance

Grounds

Health Services

Housekeeping

Legislative  
& Political

Maintenance &  
Engineering

Resident Life

Safety & Security

By-Laws

Nominations &  
Elections



# Committee Chair Responsibilities

**Attend Monthly Residents' Council Meetings & Work Sessions**

**Establish Agenda for & Conduct Monthly Committee Meetings**

**Invite Committee Staff Liaison to Committee Meetings**

**Assign Assistant Chair as Needed**

**Verbal Summary Report at Monthly Residents' Council Meeting**

**Write Annual Article for Sunburst**



# Committee Responsibilities

## Understand Purpose

**Review Past Annual Reports & Minutes**

**Establish Goals Measurable/Time Bound**

**Identify Unfinished Business**

**Keep Accurate Minutes**

**Discuss Business to Pursue**

**Meet Reporting Guidelines**



# Residents' Council Meetings

- 1. Regular: Monthly: 1<sup>st</sup> Tuesday of the Month—3 PM**  
(Recorded) Reports from Officers & Committees  
(Open) Old & New Business  
Word from Administration  
Q&A
- 2. Regular: Work Session—Monday after Monthly Meeting**  
(Closed)

**Special: Called by President/Council**  
**Attendance Limited: Council & Invited Staff/Residents**  
**Actions Reported at Next Meeting & Part of Minutes**  
**By request of 50 Assn members**





# CHARLESTOWN BOARD OF DIRECTORS (BOD)

## Selecting Resident Candidates for Vacancy on the BOD

Executive Director notifies Residents' Council vacancy



Council President appoints Nominating Committee



Nominating Committee notifies all residents soliciting candidates

Nominating Committee selects no less than 5 candidates



Council Interviews candidates separately & selects 3 by rank choice

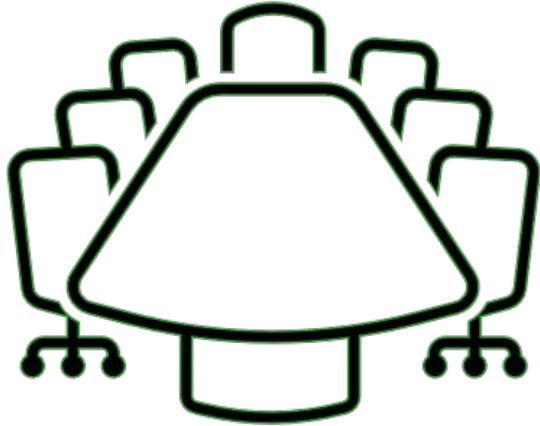


Names of Candidates and resumés sent to BOD

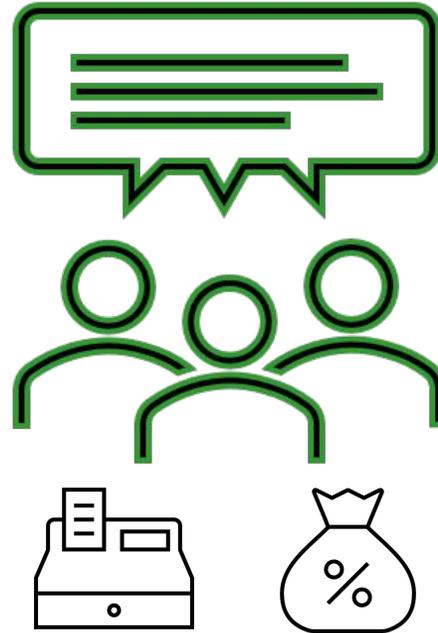


BOD Chooses

# Interaction/Relationship with Board of Directors



Meet Quarterly  
Q & A



Present Annual  
Budget Summary



Discuss issues with  
Resident Directors

President & Vice President  
Members of BOD  
Resident Life Committee



## Relationship/Interaction with Management



**Erickson Senior Living **Manages** Charlestown Community, Inc. CCI)**

**Operates** under Charlestown Board of Directors Oversight

**Executive Director **Responsible** for CCI Administration**

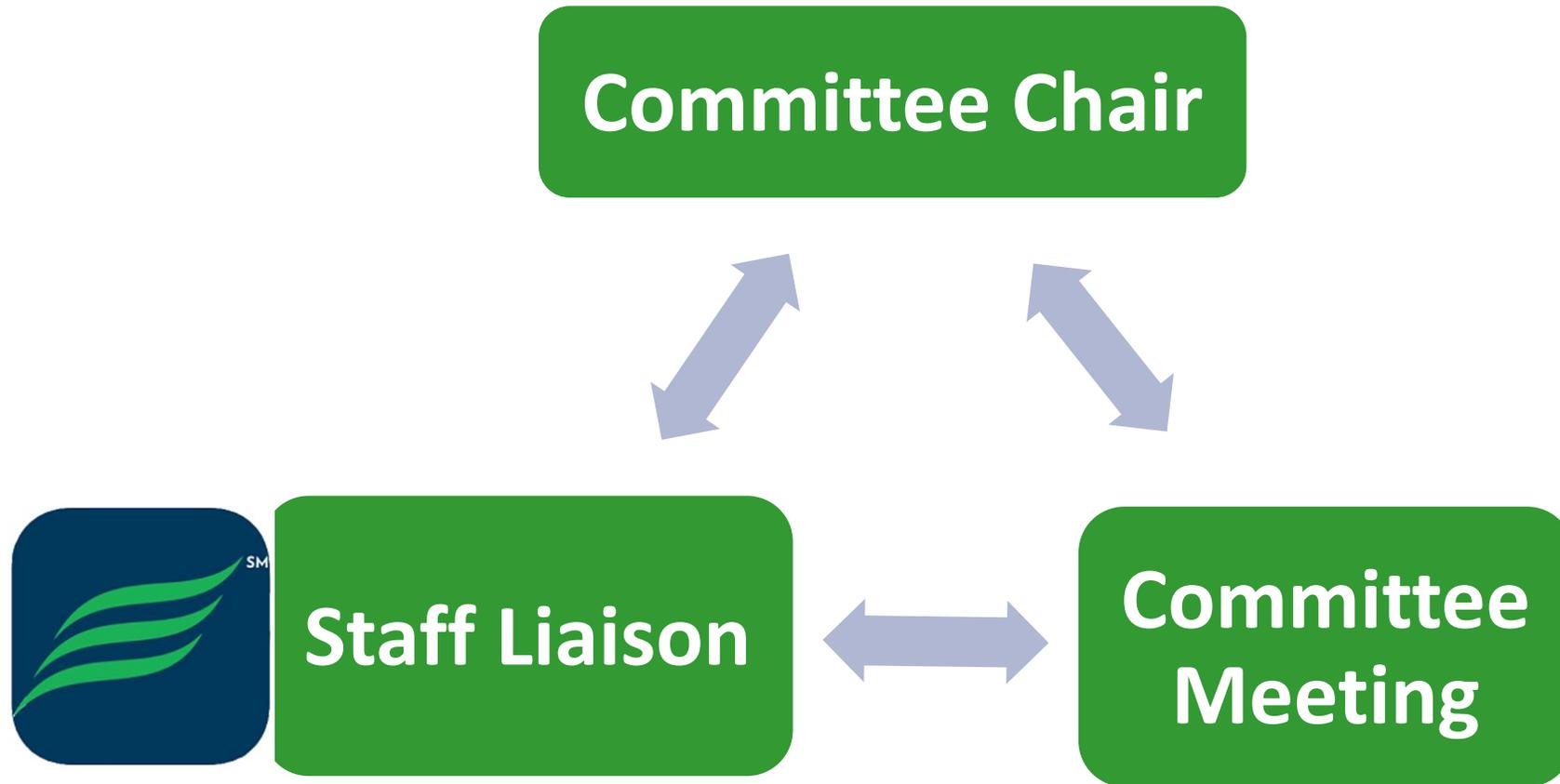
**Meets** Monthly & as needed with Council President and VP

**Attends** Residents' Council Monthly Meetings—**Updates; Q&A**

**Appoints** Staff Liaisons to Residents' Council Committees



# Committee Interaction with Staff Liaisons





# BE HEARD—PARTICIPATE—STAY INFORMED

**Take** the Holleran Residents' Satisfaction Survey—Specific Comments  
Corrective Action and Management Evaluation

**Attend** Committee & Residents' Council Meetings  
Participate Actively in Discussions

**Join** Committee Meeting/s  
Take Action to Meet Committee Goals

**Run** for Residents' Council – Civic Duty

**Read** Bulletin Boards

**Watch** TV 972

**Check** out the Resident's Council Website—[CCICHARLESTOWN.ORG](http://CCICHARLESTOWN.ORG)

# CCCHARLESTOWN.ORG

Charlestown Residents' Website

Email: [webmaster@ccicharlestown.org](mailto:webmaster@ccicharlestown.org).

## Residents' Council Communication Form (Council Issues)

To the Residents' Council Vice President.

Click on the Submit button for the form to be sent to the Vice President for action. Use this Council Communication Form any time you want to contact the Resident Council. You can use it to report a problem or problems, to contact a Council Committee, or ask a question. The Council Vice President will refer the submitted form to the appropriate Council committee(s), from which you will receive a written response.

\* Indicates required question

Email \*

Your email

Full Name \*

Your answer

Apartment \*

Your answer

← Use this form  
Questions/comments  
to Residents' Council  
Online/print out

RC Meeting  
Minutes

Questions/comments to Administration

Email: [ccifedback@erickson.com](mailto:ccifedback@erickson.com)

Emergency Information ← Who to call





# Summary



  
**CHARLESTOWN®**  
**Board of  
Directors**

  
**Erickson Senior  
Living**

  
**CHARLESTOWN  
RESIDENTS'  
COUNCIL**

