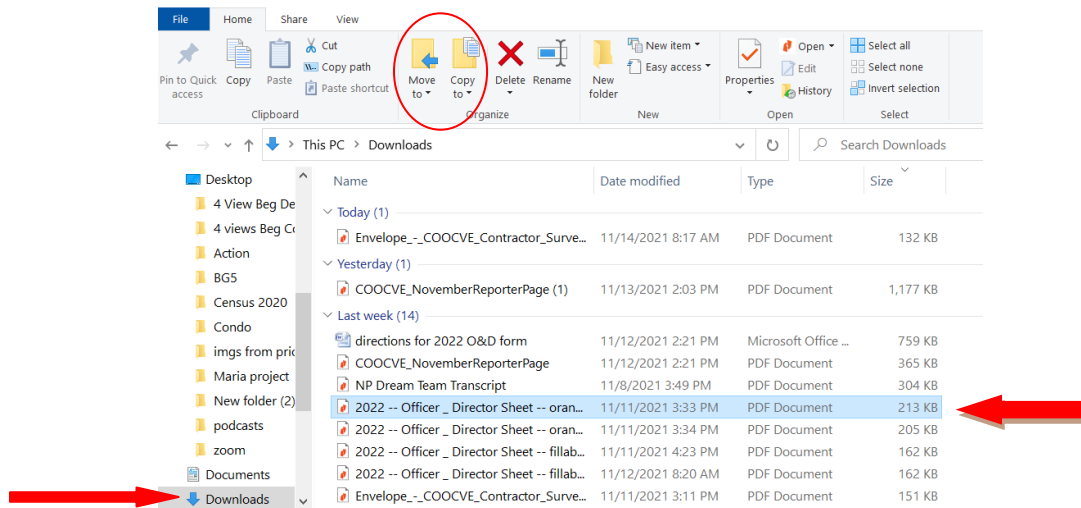


## How to Fill Out Your 2024 Officer and Director (O&D) Form

1. Click the O&D form in your email or on the COOCVE.com website. It will open a Fillable form.
2. Type directly into each field. You can click on any field to type there.
  - a. Fill in additional Board Members. You do not need to repeat officers.
  - b. Fill in COOCVE Directors, selecting as many Directors as you are entitled to **(in blue)**
  - c. Fill in an alternate Director.
3. When finished, click on the Save Document button at the bottom of the form. It will save it to your Downloads Folder. You can then right click on the file and select Rename from the dropdown window. Name it 'Building name 2024 O&D form.'
  - a. You can then highlight the file and then move it to your Desktop using the 'Move to' Icon in the upper toolbar. Send this file by email to COOCVE.COM and your Property Manager so both have an electronic version.



b. Print the completed form by clicking on the green Print Document button. Sign and then seal/stamp your form and bring or send it to the COOCVE or Master Management office.

This hardcopy is **your official copy** and is **required** documentation of your Association Board **by Florida law**.