

(FORM LETTER TO ELICIT CHRB REPRESENTATION)

(Area Office Letterhead)

Date

Name

Address

City, State Zip Code

Dear

The \_\_\_\_\_ Board of Realtors has adopted the Affirmative Marketing Agreement between the NATIONAL ASSOCIATION OF REALTORS and HUD. We now have the responsibility to organize a Community Housing Resource Board consisting of representatives of community organizations that have a substantial interest in housing and equal opportunity to assist the \_\_\_\_\_ Board of Realtors with problems that may arise in connection with their implementation of the Agreement, and to assess the progress of that agreement.

As a representative of the Department of Housing and Urban Development charged with the responsibility of organizing the Community Housing Resource Board, we would welcome the designation of a representative from your organization to serve on the Resource Board. This a worthwhile activity in service to the community and we look forward to hearing from you.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

Attachment - Copy of the Agreement

(FORM LETTER TO NOTIFY CHRB REPRESENTATIVES OF APPOINTMENT)

(Area Office Letterhead)

Date

Name  
Address  
City, State Zip Code

Dear

This is to notify you of appointment to the Community Housing Resource Board that HUD created to assist the \_\_\_\_\_ Board of Realtors to implement and assess progress of the Affirmative Marketing Agreement.

Congratulations on this appointment and the high honor that it conveys. We and the \_\_\_\_\_ Board of REALTORS look forward to working with you.

The initial meeting of the Community Housing Resource Board will be at \_\_\_\_\_ on \_\_\_\_\_ at the office of the \_\_\_\_\_ Board of Realtors. We look forward to seeing you at that time.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

cc: Member Board President  
Member Board Executive Officer

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APPENDIX D-3

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(RESUME SHEET OF CHRB MEMBER FOR HUD FILES)

R E S U M E

Community Housing Resource Board

NAME:

ADDRESS:

PHONE NUMBER:

ORGANIZATION REPRESENTED:

ORGANIZATION AFFILIATIONS:

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APPENDIX D-4

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(SAMPLE BALLOT FOR CHRB ELECTION OF OFFICERS  
AND MEETING TIME PREFERENCE)

BALLOT FOR OFFICERS

Officers - Community Housing Resource Board

Chairperson

Vice-Chairperson

Secretary

\_\_\_\_\_

MEETING DATES

\_\_\_\_\_ Monday    \_\_\_\_\_ Tuesday    \_\_\_\_\_ Wednesday    \_\_\_\_\_ Thursday

\_\_\_\_\_ Friday

\_\_\_\_\_ During Day (9 a.m. - 4 p.m.)    \_\_\_\_\_ In Evening (7:30 p.m. or later)

Please indicate preference by a check