

How to Fill Out Your 2025 Officer and Director (O&D) Form

1. Click download



This will open a Fillable form.

2. Type directly into each field.

a. Fill in additional Board Members.

b. Fill in Association Representative Directors, selecting as many Directors as you are entitled to **(in blue)**

3. When finished, click Print or Download. Downloading will save it to your Downloads Folder; depending on the type of device/computer, this may look like a file folder (pictured below). You can then right click on the file and select Rename from the drop-down window. Name it 'Building name 2025 O&D form. Send this file by email to coocve@coocve.com, to your Property Manager and to your board Secretary, as it should be a part of your association's records. If you have a problem emailing the completed form as instructed, please print it out and email COOCVE to make an appointment to assist you.

