



December 1, 2017

Dear Hot Springs Village Property Association Member,

Thank you for your interest in being a candidate for a position on the Hot Springs Village Property Owners' Association Board of Directors.

Included in this packet are the Application form, Position Description, Petition for Candidacy, Board Election Calendar, and a return envelope. Please review our governing documents including Articles of Incorporation, Declaration and Protective Covenants, Bylaws and Policies, which can be found on the website at <http://hsvpoa.org/governance/governing-documents/>.

Once your submitted application is found to be complete and the petitioners (for candidacy) are verified as members in good standing, the Board of Directors will be notified and your name will appear on the ballot for the scheduled election.

Information on all candidates, including their photographs and unedited resumes will be printed in the Spring issue of the POA ADVOCATE.

Your completed Application, Petition for Candidacy, recent color photo, size 3"x5" and a 500-word resume must be received at the POA CEO's office by **4 p.m. on Friday, January 12, 2017**. The photo may be included with your application **or emailed to** [lnalley@hsvpoa.org](mailto:lnalley@hsvpoa.org).

If there is anything that I can do to assist you, please call me at 922-5536.

Sincerely,

Lesley Nalley  
Chief Executive Officer



**2018**  
**APPLICATION FOR CANDIDACY FOR BOARD OF DIRECTORS**  
**HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION**  
**(Please print or type all information)**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Address \_\_\_\_\_

Lot, Block/Subdivision \_\_\_\_\_  
(If multiple lots, please list all on attached form)

Email Address: \_\_\_\_\_

I am a member in good standing on all properties (which I own or control in any legal entity) of Hot Springs Village Property Owners' Association and I am not an employee of the Association, and hereby apply to serve the Association on the Board of Directors (position description attached). If elected, I agree to follow and be bound by the Bylaws, Declaration and Protective Covenants, governance policies of Hot Springs Village and will remain a member in good standing (on all lots) throughout my term of office.

I understand the amount of time required for Board activities, may include approximately 40 to 60 hours per month. I agree to provide the required information and abide by the election procedures. My failure to do so may disqualify me as a candidate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION INSTRUCTIONS:**

Please complete all sections of this application, including the specified attachment and return it in a sealed envelope to the CEO, by **4:00 p.m. on Friday, January 12, 2018**.

Information from this application will be provided to the local press and to the members of the Association at the time the ballot is mailed to them. It is important to the election process that accurate background information be provided to the members of the Association, so that they may make an informed choice as they cast their ballot. You should understand that the majority of members are non-residents and this will be the only information they receive about you. Your resume **must not** exceed the specified 500-word count on this application for the information requested, so that all applicants are treated uniformly in the presentation of their background data. The 500 word-count limit will be determined by Microsoft Word. Applicants exceeding the 500-word count will be asked to resubmit their statement to comply with the 500-word limitation, by the specified deadline. Your resume must be in a **narrative format; do not format with bullet points or numbering**.

1. Attach to this application, a typed 500-word resume that you believe best represents you and your views as a candidate for the Board of Directors. Email a copy of said resume to [administration@hsvpoa.org](mailto:administration@hsvpoa.org) by 4 p.m. January 12, 2018. Your resume **must** include:
  - A. Education background; employment history; date you became a Hot Springs Village property member; current POA/community involvement.
  - B. Why you wish to serve on the Board of Directors.
2. Attach to this application one recent color photograph of yourself size 3"x 5", which will not be returned, images may also be emailed to [administration@hsvpoa.org](mailto:administration@hsvpoa.org) by 4 p.m. January 12, 2018.
3. Attach to this application a Petition, copies of which are included in the Board Candidate package, requesting that your name appear on the Election Ballot, containing the original signatures of not less than (50) different property owners of Hot Springs Village who are members in good standing. If there are multiple owners of a lot, only one owner may sign the Petition.

Your information will be published in the Spring Edition of the POA ADVOCATE, which is available to all property owners in good standing. It will be made available to the local press and will accompany the ballots mailed to all property owners in good standing.



# Position Description

## Hot Springs Village Board of Directors

### **Mission of the Board:**

"To Govern consistently with the Declaration and Protective Covenants, to assure the viability of Hot Springs Village by establishing and managing goals and objectives and to ensure that the voice of the property owner is represented."

### **Role of the Board:**

The Board's role is defined by the responsibilities, authority, and accountability stated in Article IX, Sections 1, 2, & 3 of HSV By Laws.

### **Conduct of the Board:**

Best practices for making and implementing decisions through appropriate conduct are described in Article 1 of the board policies, "Conduct of a Board in a Governance Role".

### **Duties of a Board Member:**

1. To operate in concert with state and federal laws, the Articles of Incorporation, the Declaration and Protective Covenants, Bylaws, and corporation policies;  
**Bylaws: Article VII, section 4; IX, section 3; RRO**
2. To develop a working knowledge of fiduciary duties and apply them in your governing role;  
**Bylaws: Article IX, section 1.d**
3. To establish the vision, mission, values, and Enterprise Goals for Hot Springs Village and ensure that a Comprehensive Master Plan is in place to achieve them;  
**Bylaws: Article IX, section 1.b**
4. To attend, prepare, and actively participate in meetings and discussions;  
**Bylaws: Article IX, section 1; RRO**
5. To approve the annual operating budget from a strategic, enterprise-level perspective, monitoring related financial performance, and appointing independent auditors;  
**Bylaws: Article IX, section 1; Fiduciary Role**
6. To participate in Board training and effectiveness assessments;  
**Bylaws: Article IX, section 1.e**
7. To participate in hiring and releasing the CEO, setting clear performance expectations and providing the governance-level resources to achieve them;  
**Bylaws: Article IX, section 1.e**
8. To maintain confidentiality;  
**Fiduciary Role**
9. To model each of the organization's values;  
**Fiduciary Role**
10. To encourage and respect alternative opinions that serve to bring forth the best ideas and point them towards a shared vision;  
**Policies: Chapter VIII, Article 1, section 3.e**
11. To support the organization and Board decisions- whether I am of the minority or majority opinion - in a positive and uniting manner at all times and in all places;  
**Policies: Chapter VIII, Article 1, section 3.e**

## **Position Description**

### **Hot Springs Village Board of Directors**

12. To observe parliamentary procedures and display courteous conduct in all board and committee meetings;  
**Bylaws: Article XIX; RRO**
13. To refrain from intruding on issues that are the responsibility of management, except to monitor results and prohibit actions that conflict with governing policies and principles;  
**Bylaws: Article VII, 6.b.**
14. To participate in retreats, strategic planning, self-studies, evaluations, and any other opportunities available to enhance my effectiveness as a board member;  
**Bylaws: Article IX, 1 “catch all”**
15. To actively prepare for and participate in assigned committees only, modeling and upholding the separation of governance activities from management activities during these meetings;  
**Bylaws: Article VII, 6.b**
16. To follow the association's conflict of interest policy, including declaring potential conflicts and refraining from voting on matters in which I have a conflict of interest; and  
**Bylaws: Article I, section 10**
17. To consider resigning my position as a board member, if, for any reason, I find myself unable to carry out my fiduciary responsibilities: care, loyalty, and obedience.

**Term:**

Hot Springs Village Board Members serve in accordance with Article XII of the Articles of Incorporation.

**Synergistic virtues and attributes of an aspiring, well-versed member of the board:**

- Leadership practices that inspire a shared vision, model the way, encourage the heart, enable others to act, and challenge the process (from Kouzes and Pozner Leadership Model);
- Personal values that are rooted in a passion for improving the lives of all property owners and stakeholders of Hot Springs Village;
- Political considerations of conduct and activity that create and strengthen relationships with county, city, state, and federal government officials.

**2018**  
**PETITION FOR CANDIDACY**  
**TO THE**  
**HOT SPRINGS VILLAGE**  
**PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS**

We, the undersigned, members in good standing of the Hot Springs Village Property Owners' Association, hereby petition the candidacy of \_\_\_\_\_ and set forth our signatures, addresses, and Lot, Block and Subdivision.

**ONLY ONE SIGNATURE PER LOT OR LIVING UNIT**  
**(INDICATES CANDIDACY REQUIREMENT, BUT NOT AN ENDORSEMENT)**

<b>1. Signature/Date</b>
Print Name
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Lot, Block, Add
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<b>3. Signature/Date</b>
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**2018 CALENDAR  
FOR BOARD OF DIRECTORS ELECTION**

<b><u>Timetable</u></b>	<b><u>Action</u></b>	<b><u>Responsibility</u></b>
Nov. 15, 2017 Reg. Bd. Mtg.	Approval of Board Application and Election Calendar	Board of Directors
Friday, Dec. 1, 2017	COO's office to make applications available to interested property owners as well as on the POA's website.	COO
(Weekly)	Press releases describing the procedure for submitting an application to be provided to local media announcing expiration of three (3) POA Directors' term and that candidates are being sought.	POA Communications
Friday, Jan. 12, 2018	Deadline for submitting completed applications, with resumes and photographs to CEO's office by 4:00 p.m.	CEO
Friday, Jan. 19, 2018	Deadline for BOD applicant(s) to file additional information or material, if requested to do so, by 4:00 p.m.	COO
Friday, Jan. 19, 2018	Deadline to submit candidate support advertising in Advocate with payment by 4:00 p.m.	POA Communications
Tuesday, Jan. 23, 2018	Within two days after certification, draw for Ballot position	COO Candidates
Wednesday, Jan. 24, 2018	Board and public to be notified of certified candidates.	POA Communications
February	Submit article to the local media and ADVOCATE on the BOD candidates, based on the applications and unedited resumes submitted.	POA Communications
	Solicit members of Election Day Committee	POA Communications
Friday, Feb. 9, 2018	Determine property owners in good standing	Property & Member Services
	POA staff to prepare ballots for mailing along with letter, resumes and return envelopes to all Association members determined to be in good standing on Feb. 9, 2018.	Property & Member Services
Wed., Feb. 21, 2018	Draw for and appoint members of Election Day Committee and Chair.	Board of Directors
Friday, Mar. 2, 2018	Ballots, letter, resumes and return envelopes mailed to all Association members in good standing. Ballots will be returned to the POA staff to be stored and	Property & Member Services

**2018 CALENDAR  
FOR BOARD OF DIRECTORS ELECTION**

counted.

Wednesday, Mar. 21, 2018	Deadline for ballots to be returned (4:00 p.m.)	
Thursday, Mar. 22, 2018	Election Date  The Election Day Committee and POA staff will process the ballots and submit the results to the CEO, who will notify the current Board of Directors, all Board of Director candidates and issue a press release on the results. In the event of a tie, the affected candidates shall be called together and final results will be determined by the drawing of lots.	CEO
Tuesday, Mar. 27, 2018	Deadline for any member in good standing to request a recount by 4:00 p.m. The recount will be performed by an outside firm. A check in an amount determined by the outside firm conducting the recount must accompany the written request. If the recount changes the outcome of the election, the member will be reimbursed all fees paid.	CEO
Wednesday, Apr. 18, 2018	Newly elected Board members will be seated at the conclusion of the April 18, 2018, regular meeting at which time the Board will certify the election of the new Board members.	Board of Directors