

# Midtown at Cottonwood Creek

## Homeowners Association, Inc.

### BOARD OF DIRECTORS INFORMATION AND DUTIES

The Board of Directors is seeking volunteers to expand the number of members from three (3) to five (5).

**Meetings:** Regular Board meetings are usually held virtually (Zoom) each quarter on the 4th Thursday of January, April, July, and October. Meetings typically run from 7 PM to 8 PM. The meeting frequency and time are subject to change by the Board.

#### **Duties:**

- Attend Board meetings.
- Develop a workable budget, considering the community's needs, requirements, and expectations.
- Determine assessment rates.
- Monitor budget and approve expenditures and investments.
- Establish reserve funds and manage infrastructure renewal investments.
- Review committee reports and recommendations. Determine a course of action.
- Administer the Association's Covenants, Rules, and Policies.
- Resolve violations of Covenants, Rules, and Policies.
- Inform homeowners of important Board decisions and transactions.
- Respond to questions and suggestions from the Association's membership.

RowCal Management is hired to run the daily operations of the Association. They assist the Board and are the point of contact for the members of our community. They operate at the direction of the Board.

# Midtown at Cottonwood Creek Homeowners Association, Inc.

## BOARD OF DIRECTORS APPLICATION

Candidate's Name:

Address:

Phone Number:

Email:

I want to apply for one of the Board of Directors openings. I understand that the candidates receiving the most significant votes will be elected to the Board of Directors.

I believe I can contribute to the business aspects of the Association and represent all the Association members. I understand that the Board of Directors is charged with the responsibility to govern the affairs of the Association according to the Articles, Bylaws, Protective Covenants, and the Rules and Regulations and that I must fully understand those documents and must not be in personal violation of any part of them. I know that the Board of Directors must make its decisions based on the community's best interest, not on the interest of any individual lot owner or group of lot owners. I believe I can contribute to this decision-making process. I will fully support the Board's decision if the vote does not go my way. If elected to the Board of Directors, I will not use my position to gain personal power or advantages unavailable to non-board Association members.

Have you previously served on an HOA board or committee?      YES      NO

If so, which one(s) and for how long?

What is your opinion of the Covenants and Rules?

Too Restrictive \_\_\_\_\_ Too Lenient \_\_\_\_\_ Just Right \_\_\_\_\_

Serving on the Board of Directors requires time and energy, including attending board meetings, committee participation, communication with Association members, etc., over a three-year term. Do you have obligations that might limit your performing these duties?

I have been a homeowner since: \_\_\_\_\_ (mm/dd/yyyy)

Please use this space if you would like to comment on why you want to serve as a board member and what experience and expertise would benefit the Association. (add additional pages if required)

Signature \_\_\_\_\_

Date \_\_\_\_\_ (mm/dd/yyyy)