

**Homeowner Association Candidate Survey**

**Name:** **Address:**

Position I would like to be considered for:

☐ Board Member ☐ President ☐ Vice President ☐ Treasurer ☐ Secretary

1. How long have you been a resident of Leona’s Rolling Meadows?
2. How long do you expect to be a resident following the election?
3. Have you read the Association Bylaws and Rules & Regulations? ☐ Yes ☐ No
4. What expertise do you feel your election would bring to the Association?
5. What motivated your decision to run for a position with the Association?
6. What do you see as the (3) most important issues facing our community and the Association?

1)

2)

3)

1. If elected to this position, how would you address these issues?

1)

2)

3)

If elected, I agree to abide by and uphold all covenants of the Association. I agree to be an active participant by attending meetings, contributing ideas/suggestions and responding in a timely fashion to the other members of the board.

Signed: Dated:

Thank you for considering a volunteer position with the association. To be eligible for election you must be a current lot owner within Leona’s Rolling Meadows subdivision and all association dues/fees must be up to date. You must also be willing to commit the necessary amount of time and effort to the position. For a complete understanding of responsibilities, see the position descriptions.

***Completed surveys received by January 19 will be posted on*** [***www.lrmhoa.org***](http://www.lrmhoa.org)***.***

 ***Incomplete surveys will not be accepted. Official voting will take place during the January Annual meeting. It is strongly recommended that Candidates attend the annual meeting.***

**Return to**: Leona’s Rolling Meadows HOA

6465 87th Ave

Kenosha, WI 53142

**or Email to**: admin@lrmhoa.org

**Officer and Board Position Descriptions**

**Board of Directors (3) —** The business and affairs of the Association shall be managed by its Board of Directors. Each director shall hold office until the next annual meeting of members and until his successor shall have been elected, or until his prior death, resignation or removal.

**President (1) —**The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Association. He shall preside at all meetings of the members and of the Board of Directors. He shall have authority to sign, execute and acknowledge, on behalf of the Association, all deeds, mortgages, contracts, leases, reports and all other documents or instruments necessary or proper to be executed in the course of the Association’s regular business. In general he shall perform all duties incident to the office of the chief executive officer and such other duties as may be prescribed by the Board of Directors from time to time.

**Vice-President (1) —**In the absence of the President or in the event of his death, inability or refusal to act, or in the event for any reason it shall be impracticable for the President to act personally, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such duties and have such authority as from time to time may be delegated or assigned to him by the President or by the Board of Directors.

**Secretary (1) —**The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the Association’s records; keep a register of the post office address of each member; have general charge of the Association’s books; and in general perform all duties and exercise such authority as from time to time may be delegated or assigned to him by the President or by the Board of Directors.

**Treasurer (1) —**The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for moneys due and payable to the Association from any source whatsoever, and deposit all such moneys in the name of the Association in such banks, trust companies or other depositaries; and in general perform all of the duties and exercise such other authority as from time to time may be delegated or assigned to him by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. It is further recommended that the Treasurer be experienced in the use and administration of Quickbooks Pro software used to keep the Association’s financial records.

**Acting through the board as a whole, a board member should:**

* Enforce the HOA documents
* Establish sound fiscal policies and maintain accurate records
* Develop a workable budget, keeping in mind the needs, requirements and expectations of the community
* Administer operating/reserve funds
* Act on budget items & determine assessment rates
* Establish, publicize, and enforce rules and penalties
* Authorize legal action against owners who do not comply with the rules
* Review local laws before passing rules or sending bylaws to membership for approval
* Process Architecture Review Requests
* Appoint committees and delegate authority to them
* Select an attorney, an auditor, insurance agent & other professionals for the association
* Provide adequate insurance coverage, as required by the bylaws & local governmental agencies
* Inform board members of all business items that require their vote
* Inform members of important board decisions and transactions
* See that the association is protected for the acts of all parties with fiscal responsibilities
* Attend and actively participate at meeting