

OAKWOOD HARBOR BOARD OF TRUSTEES INFORMATION & APPLICATION

Thank you for your interest in serving as a member of the Board of Trustees for Oakwood Harbor HOA. Completing this form will help you understand the skills and time/resource commitments of this volunteer leadership position. You may find it helpful to read through the entire application and **Board Member Requirements & Responsibilities** before you begin filling it out.

Please return the completed application with a copy of your driver's license to the Oakwood Harbor office either in person or via email to: oakwoodharbor5@gmail.com Please redact your driver's license number on the photocopy before returning this document. This application will be kept confidential and on file in the Oakwood Harbor office for a period of one year.

BOARD MEMBER REQUIREMENTS & RESPONSIBILITIES

1. A board candidate must be a current Oakwood Harbor property owner with the deed in his/her name.
2. A board candidate must be current on Oakwood Harbor annual assessments and cannot have outstanding fines.
3. A board candidate cannot have been convicted in the past of a felony (per majority vote by property owners 4/16/2022).
3. A board candidate is not eligible to serve if he or she has sued Oakwood Harbor HOA and/or the board of trustees in the past without just cause (as decided in a court of law) and/or if the candidate has been sued by the board for just cause (as decided in a court of law) until a three-year probationary period has passed and all legal fees incurred by Oakwood Harbor association due to the lawsuit has been re-paid in full (policy effective 2/19/2022).
4. A board candidate must be willing to submit to a background investigation.
5. A board candidate must be elected by majority vote of property owners to fill an expiring term or the board candidate must be appointed by the board to fill the remainder of an open, expiring term when there is a vacated position.
6. If elected, a board member must sign a confidentiality agreement.
7. If elected, a board member will serve a three-year term on the board of trustees except when it is necessary to re-stagger expiring terms in order to restore staggered expiring term limits originally created by the Covenants. (For example, the 2023 board election will replace six of seven board members because the staggering expiring term limits were not corrected prior to the 2020 election. Therefore, to correct this in the 2023 election, the two candidates receiving the highest number of votes will serve three-year terms; the two candidates who receive the next highest number of votes will serve two-year terms and the two candidates receiving the next highest number of votes will serve one-year terms.) After the expiring terms have been restored as originally created by the Covenants, board members who are elected to replace those who were elected in the 2023 staggered term election will once again serve three-year terms.
8. If elected, a board member will attend regularly scheduled board meetings as well as executive and special meetings when necessary unless the absence is excused for good cause.
9. If elected, a board member makes a serious commitment as an unpaid volunteer to participate actively in board meetings, events and activities that benefit the community. The Oakwood Harbor Board of Trustees is a working board where each member holds a position of responsibility *regardless* of whether he or she is elected to one of four executive positions (president, vice president, secretary and treasurer), Each member of the seven-member-board is valued, regardless of his or her position.
10. If elected, a board member stays informed about board matters and community issues and is prepared for meetings and discussions including the current meeting agenda, the prior meeting Minutes and current financial reports.
11. If elected, a board member works to build a collegial working relationship with other members of the board and with the members of board appointed committees in a positive manner that contributes to the consensus.

Please keep this page for your reference and return pages 2 and 3 to the office or to oakwoodharbor5@gmail.com.

OAKWOOD HARBOR BOARD OF TRUSTEES APPLICATION

Full Name: _____

Working _____ Retired _____ (If retired, complete the information below using your last position.)

Position/Title: _____

Company _____

Company Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Number of Years with Present Company (or Past Company if Retired): _____

Educational Background: _____

Work History & Skill Set: _____

Number of Years Lived or Worked in the Oakwood Harbor Area: _____

Have you served on any board previously and if so, where and for how long?

Describe Board Member Participation (past and present): _____

Have you ever stepped down from or been terminated from a board position and if so, how many times and why?

Volunteer Community Activities: _____

Other Memberships, Achievements, etc: _____

BOARD CANDIDATE QUESTIONNAIRE

1. If selected, how do you feel you could personally contribute to the success of the board?

2. Board members stay connected to the board through meeting attendance, committee work, membership events, e-mail, text, phone calls and other board communications. Are there any concerns that we need to be aware of in advance that may make it challenging for you to attend meetings, to fulfill your role as a board member for the entire length of your elected term, and that might prevent you from volunteering and dedicating the necessary time to serve in this position?

3. Describe your idea of what effective leadership is: _____

4. What do you believe are the three most significant issues or problems facing Oakwood Harbor and how do you propose to resolve these issues if you are elected to serve on the board?

Signature

Date