

TO: Copper Lakes HOA Member(s)

RE: Copper Lakes HOA – Two (2) Board of Directors Candidates

Dear Copper Lakes Owners,

This is an important communication regarding the upcoming election of two (2) directors to the Board of Directors for a three-year term ending in 2026. The HOA is seeking candidates for these positions. This letter (Call For Candidates Letter) is the first of three steps of the election process. The second and third steps are the Candidates Announcement Letter and Voting, respectively.

Board of Directors will spend twelve (12) to twenty (20) hours in volunteer services each month. Candidates are expected to have the time and commitment to fulfill the responsibilities and to serve legally and ethically in the position. Board of Directors responsibilities, legal duties and time commitments are provided herein. All interested candidates should review the information to ensure they can serve per requirements.

If you are interested in serving on the Board of Directors, please submit the following information by the deadline:

Name  
Address  
Phone Number and Email  
Brief introduction of yourself

**In order to have your name included as a candidate for the election, please submit above information via mail to:**

**Copper Lakes HOA, 2002 West Grand Parkway North, Suite 100, Katy, TX. 77449, or via email to [Shannon.cook@inframark.com](mailto:Shannon.cook@inframark.com)**

**THE DEADLINE TO RESPOND IS BY NOON (12PM) ON FEBRUARY 07, 2024.**

**All candidates must announce candidacy by responding timely to this letter in order to be placed on the ballot and be included in the Candidates Announcement Letter. Unlike prior years, no floor or other nominations received after above deadline will be accepted.**

The election process changed this year to online voting using a third party company (Vote HOA). Additional information on the new process, including reasons for the change and voting instructions, will be provided in the Candidates Announcement Letter.

## **Board Responsibilities**

Board key responsibility: sets policy and direction in managing day-to-day operation of the Association, which includes:

- Establishing and managing operating budget.
- Enforcing the Association's Governing Documents.
- Working with management and other vendors to operate the Association.
- Holding board and member meetings to comply with corporate governance.
- Decide owners' appeals on enforcement actions.
- Approve legal actions on enforcement and other matters.

## **Board Duties (Prepared By HOA Legal)**

Become familiar with and comply with Association Governing Documents and Texas Law for board members of non-profit associations. Per Texas Law, Directors are bound by the fiduciary duties to act in good faith, with ordinary care and in the best interest of the corporation. Directors must adhere to duties of loyalty, obedience and diligence to the corporation, and must act only within the scope of their authority. Complying with these legal duties requires that board members act with an extreme measure of honesty, selflessness, and good faith.

## **Board Time Commitments (subject to change per Board's approval)**

- Attend on average one (1) Board Meeting (4 hours) per month.
- Attend on average one (1) Workshop Meeting (2 hours) per month.
- Other activities (6–14 hours per month). Varies based on position and events.