

Heritage Hills



HERITAGE HILLS HOMEOWNERS ASSOCIATION, INC.

HOA Board Nomination Instructions

Submission Deadline for 2026 Election: November 10, 2026 prior to 3pm

If you are interested in a Board position, please submit the following information to Nicole Sanchez by email or mail:

Email: sanchezn@keystonepacific.com

Mail: Heritage Hills HOA

c/o Keystone Property Management
2851 S. Parker Rd, Suite 1200
Aurora, CO 80014

★ NAME

★ ADDRESS

★ PHONE

★ EMAIL

★ BRIEF DESCRIPTION OF YOUR INTEREST/RELEVANT QUALIFICATIONS

CRITERIA FOR BOARD MEMBERS:

- The desire to be involved in community policies and governance.
- The ability to provide fair and honest treatment for each member of the Association.
- The willingness to enforce the covenants ethically.

TIME COMMITMENTS AND DUTIES:

- Board meetings are held on a monthly basis or more frequently, if needed, and typically last approximately one and one half (1.5) hours. Board Members work collectively to determine frequency, dates and times of board meetings that are agreeable to all Board Members.
- The management company provides routine support for the Board on such items as assessment collections, correspondence, bank deposits, covenant enforcement inspections, and preparation of the Board meeting agenda, financial reports, and other back-up documentation.
- Board members are responsible for policy decisions, covenant enforcement actions, and the financial position of the Association.
- All positions are elected for a three-year (3) term. Attendance at Board meetings is required.
- Being elected to the board or your interest in being on the board, does not guarantee any specific officer position on the Board.

NOMINATIONS:

- You may nominate yourself or someone else prior to the meeting by forwarding the information asked for above to the management company. If you are nominating someone else, they must acknowledge their willingness to run for election.
- Nominations will also be taken from the floor at the meeting.
- All candidates may be asked to make a short presentation (maximum 3 minutes) to the membership.