



VOLUNTEER!

Stand out

Speak up

Make a difference

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail Address: _____

(Please Print Legibly - all must be completed)

1. How long have you resided at Alamo Ranch Community Association? _____

2. Biography of yourself: _____

3. Have you served on the Alamo Ranch Community Association Board of Directors? _____

If yes, for how long? _____

4. Have you served on the Alamo Ranch Community Association Board of Directors or Neighborhood Advisory Committee? _____ If yes, for how long? _____

5. Have you served on any other HOA Boards? _____ If yes, for how long? _____

6. What do you feel is/are the most important issue(s) facing the community? _____

7. Please provide a brief summary of your background and qualifications:

8. What do you expect to accomplish during your term as a Board Member?

9. What is your understanding of the fiduciary responsibilities of the Board of Directors? _____

10. What is your understanding of the collective decision-making process? _____

11. What do you feel your contribution will be to the Alamo Ranch Community Association? _____

Signature: _____ Date: _____

Print Name: _____

*****Applications are due on November 5, 2021*****

The two (2) positions on the Alamo Ranch Community Association Board of Directors need to be filled by election. The Election results will be announced at the Annual Membership Meeting on December 8, 2021. The Board candidate forum will take place on November 10th by teleconference/Zoom.

If interested, please sign and return this form to the Association Management Office no later than 5:00pm on November 5, 2021. Incomplete and/or unsigned applications will NOT be processed. You will receive written or verbal confirmation of your candidacy from our office. If you do not receive confirmation within five (5) days of your mailing/submission, please contact the office at (210) 740-4976.

A summary of all candidates will be available on the website for all members. The summary will not include your addresses, email, or phone number.

Please return application to:

<u>By Mail:</u> Alamo Ranch Community Association Attn: ARCA/Board Candidate Application 12160 Volunteer Parkway San Antonio, TX 78253	<u>In Person:</u> Alamo Ranch Community Association Club house located at: 12160 Volunteer Parkway San Antonio, TX 78253 ~or you may leave it in the box located by the entry door	<u>By Email:</u> jlewis@ccmcnet.com
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If more room is needed, please attach separate sheet; no more than one attached sheet.



BOARD MEMBER EXPECTATIONS AND RESPONSIBILITIES

Thank you very much for your interest in running for the Alamo Ranch Community Association Board of Directors. Below we have provided a brief description of the expectations and responsibilities of the Board Members once they are elected.

The Board Members for the Alamo Ranch Community Association are volunteers for the community that devote their time to conduct the business of the Association on behalf of all community members. There is no benefit or monetary package that comes along with the position, aside from the appreciation of the community and the management staff. Volunteers agree not to predispose outcomes, or to allow individual bias to influence decisions. Volunteers shall endeavor to allow information to guide the process, and will attempt to make informed decisions whenever possible. Each volunteer agrees and understands by accepting this nomination that they accept the duty to ARCA and its members.

Volunteers will be made aware of privileged information as part of their duties, and hereby agree that information and/or undeveloped work shall not be disseminated or shared outside the group without prior express written authority.

All Volunteers shall:

1. Strive to ensure that the goals and objectives of ARCA come first;
2. Believe in the purpose and the mission and vision statement of ARCA, and act in a responsible and prudent manner;
3. Share individual opinions in a professional manner;
4. Welcome all input without regard from where it originated, and express any challenge directed at the opinion, not any person;
5. Conduct all deliberations in a reasonable manner with professional decorum, and support decisions made by consensus;
6. Commit to attend monthly Board meetings, which may include an Executive Session and a Regular Session. Both of these meeting are typically held consecutively;
7. At all time be courteous to all Members, Staff, Volunteers and Vendors, and extend courtesy and consideration to anyone encountered in the Association;
8. Be punctual for all meetings; provide reasonable notice in the event they are unable to attend a meeting or to timely complete an assignment
9. At all times be an advocate for ARCA.
10. Invest an interest in serving the community where you live for a one to two (1-2) year term.
11. Be committed to uphold the Covenants, Conditions and Restrictions (CC&Rs) of Alamo Ranch Community Association.
12. Have the ability to listen and make informed decisions, as well as being able to communicate with other homeowners.
13. Have ownership of a unit in the Alamo Ranch Community Association.

BOARD CANDIDATE STATEMENT OF INTEREST

I am requesting my name be placed on the ballot for the election for the Board of Directors. I also understand that, if elected, I will have a fiduciary obligation to the Alamo Ranch Community Association and shall at all times act in my capacity as a Director to protect, maintain and enhance the Association and the quality of our community on behalf of the entire Membership, and refrain from all conflicts of interest. I understand that the Association may summarize the above, in its discretion, for inclusion in a distribution of the list of candidates.

Signature _____

Date _____

Print Name _____

Completed forms must be received by November 5, 2021 at 5:00pm
Mail or hand deliver signed copies to 12160 Volunteer Parkway, San Antonio, TX
78253 Email to: jlewis@ccmcnet.com