

Lake of the Pines Association Board Candidate Information

So you're interested in being a Board Member at Lake of the Pines? Thank you for your interest in serving the community. We have provided the following guidance regarding the role of a Board Member for your review.

The purpose of the Board is to set policy for the LOP Association based on 1) our CC&Rs, 2) input from members, and 3) the effectiveness of the procedures put in place by Management and Staff to run the day-to-day Association business. A secondary purpose of the Board is to make sure the policies of the Association are carried out.

Your duties as a Board Member require that you:

- 1) Attend monthly Board Meetings (that can run up to 6 hours) and special Board Meetings as necessary (that usually only run an hour or two).
- 2) Read meeting materials prior to the Board Meetings – sometimes running a few hours.
- 3) Research agenda issues in advance to make yourself knowledgeable enough to vote responsibly on (sometimes) controversial items.
- 4) Read and understand complex material including financial reports, legal opinions, statutes, and regulations.
- 5) Attend Committee Meetings for which you are appointed as Liaison, a) keeping the committees on track with their purpose, b) conveying committee recommendations to the Board, and c) carrying Board messages to the various committees.

Board Members sign a Code-of-Conduct that:

- 1) Requires confidentiality regarding much of the Association issues (even from one's spouse).
- 2) Bars advancing personal causes and favoring special interest groups.
- 3) Requires that Board Members consider the good of all members of the community in the decisions they make.
- 4) Prohibits interference with Management and Staff in carrying out their day-to-day activities.
- 5) Respects the opinions of other Board Members and community members, listening carefully, challenging appropriately, and avoiding personal attacks.

Qualities of good Board Members include:

- 1) A strong belief in the rules and their applicability to all members, including friends.
- 2) An ability to work together with the other Board Members as a team, buying in to the Board's decisions (once decided on) regardless of one's personal opinion.
- 3) Having a thick skin and an ability to keep issues and personalities from becoming personal.
- 4) Allowing a time commitment of approximately 20-30 hours a month for the average Board Member and approximately 80 hours a month for the President's tasks.

If the criteria above appeals to you, we welcome you running for the Board of Directors.

**LAKE OF THE PINES ASSOCIATION
JUNE 2019 BOARD OF DIRECTORS ELECTION**

CANDIDATE NOTIFICATION OF INTENT

Notification of Intent must be received no later than 5:00 p.m., Friday, May 3, 2019.

Notification may be mailed to 11665 Lakeshore North, Auburn, CA 95602; e-mailed to adm@lop.org; or hand delivered to the Administration Office.

It is each Member's responsibility to confirm that his or her written notification was received by the Association. Each *eligible* Member whose written notification is timely received by the Association shall automatically be a candidate. There shall be no nominations from the floor at membership meetings.

(Please **print/type** the information below)

Name: _____
(As you want it to appear on election material)

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Telephone: _____

Lot #(s): _____ E-Mail: _____

Signature: _____

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LOP USE

Date Filing Form Received: _____ Received By: _____

Comments: _____

“Good Standing” Verification: _____
(Administrative Manager)

LAKE OF THE PINES ASSOCIATION JUNE 2019 BOARD OF DIRECTORS ELECTION

DIRECTOR ELECTION STATEMENT

Statement must be received no later than 5:00 p.m. Friday, May 3, 2019.

Statements may be mailed to 11665 Lakeshore North, Auburn, CA 95602;
e-mailed to adm@lop.org; or hand delivered to the Administration Office.

Candidates and Members advocating a point of view may, but are not required to, submit a Director Election Statement which shall not exceed one side of a single 8-1/2 x 11-inch page and which shall be reasonably related to the election.

Any such written notification and any Director Election Statement must either be mailed, hand delivered or e-mailed to the Association at the address(es) designated by the Board of Directors for that purpose and must be received by the Association no later than 5:00 p.m. on the date that is 30 days after the date the Candidate Solicitation Notice was mailed to the Members.

By submitting a Director Election Statement, the author accepts full responsibility for the content thereof and agrees to indemnify the Association and its agents and representatives for any and all damage arising from and related to any such content.

It is each Member's responsibility to confirm that his or her written Director Election Statement was received by the Association.

LAKE OF THE PINES ASSOCIATION

**RESOLUTION
&
CODE OF CONDUCT**

**FOR
THE BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of Lake of the Pines Association (Association) has the power and responsibility to make decisions for the entire community, and

WHEREAS, the leaders of the Association are responsible to set a standard and a tone for behavior that is conducive to the best interests of the entire community,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Association hereby adopts the following code of conduct for its members in order to ensure that they maintain a high standard of ethical conduct in the performance of the Association's business and to ensure that the residents maintain confidence in, and respect for, the entire Board:

- A. The Board of Directors will use its best efforts at all times to make decisions that are consistent with high principles and to protect and enhance the safety and property value of the residents
- B. No individual shall use the position as a Board member for private gain.
- C. No Board member shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with Lake of the Pines.
- D. No promise of anything not approved by the Board as a whole can be made to any subcontractor, supplier or contractor during negotiations.
- E. No contributions will be made to any political parties or political candidates on behalf of the Association.
- F. No Board member shall accept a gift or favor made with intent of influencing decision or action on any official matter.
- G. No Board member shall receive any compensation from the Association for acting in the capacity as a Board member
- H. No Board member shall engage in any writing, publishing, or speech making that defames any other member of the Board or resident of the community.

- I. Confidentiality of the personal lives of Board Members, residents and employees will be protected by the Board members.
- J. No Board member will willingly misrepresent facts to the residents of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a Board member's personal cause.
- K. No agent, employee or family member of a Board member shall enter into a personal service contract with the Association without previous disclosure of such interest to the Board.
- L. No Board member will seek to have a contract implemented that has not been duly approved by the Board.
- M. No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through management or be in accordance with policy.
- N. No Board member will interfere with the system of management established by the Board.
- O. No Board member will interfere with the duties of any staff member of the Association.
- P. No Board member will harass, threaten, or attempt through any means to control or install fear in a member of the staff.
- Q. Language at Board meetings will be professional and differences of opinion should be expressed in a clear and business-like fashion. Personal attacks against owners, residents, officers, directors and employees are prohibited and are not consistent with the best interest of the community.
- R. Any Board Member under investigation for a felony will request a leave of absence from the Board of Directors during the investigation and trial period.

Any Board member who, after completion of the hearing process, is found to have violated any part of this Code of Conduct, will face censure action by the Board of Directors which shall be published in the LOP NEWS.

No provision of this Agreement can be rescinded, altered, and/or amended without majority vote of the members of the Board of Directors.

The Board of Directors will stand and face the members in attendance at the Annual Meeting and signify agreement to abide by this Code of Conduct.

This resolution is adopted this 17th day of May, 1999 at a general session of the Board of Directors and will become effective immediately.

President Date

First Vice-President Date

Second Vice President Date

Secretary Date

Treasurer Date

At-Large Date

At-Large Date

At-Large Date