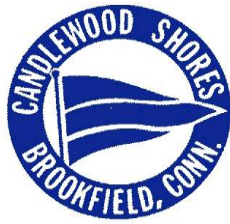




Candlewood Shores Tax District

Voting Information:

- *The Annual Meeting will be held on 05/21/2022 at 10:00 am.*
- *Voting is in person at the Fire House.*
- *Your name is checked for residency against the Grand List.*
- *If you are not an owner, your name is checked against the voter registration roster.*
- *If neither correlate you will not be able to vote.*
- *Ballots are transparently counted by (3) three volunteer community members.*
- *The positions open this year are:*
 - *President*
 - *Director*
 - *Secretary*
- *To run or re-run for an open position, please complete a Board Interest Form found on the CSTD website to share with the community.*
- *Read and sign the BoD Code of Ethics.*
- *Submit to the emails listed on the Board Interest Form.*



General Summary of Board Positions:

Board President

Is a member of the Board

Serves as the Chief Volunteer of the organization (nonprofit only)

Provides leadership to the Board of Directors

Chairs meetings of the Board after developing the agenda

Encourages Board's role in strategic planning

Appoints the chairpersons of committees, in consultation with other Board members

Serves ex officio as a member of committees and attends their meetings when invited

Discusses issues confronting the organization

Helps guide and mediate Board actions with respect to organizational priorities and governance concerns

Reviews any issues of concern to the Board

Monitors financial planning and financial reports

Plays a leading role in fundraising activities (nonprofit only)

Formally evaluates the performance of the Property Management Company and informally evaluates the effectiveness of the Board members

Evaluates annually the performance of the organization in achieving its mission.

Board Vice President: This position is typically successor to the President. In addition to the responsibilities outlined in the Director job description, this position:

Is a member of the Board

Performs President responsibilities when the President cannot be available

Reports to the Board President

Works closely with the President and other staff



Participates closely with the President to develop and implement officer transition plans.

Performs other responsibilities as assigned by the Board

Director

Regularly attends board meetings and important related meetings

Makes serious commitment to participate actively in committee work

Volunteers for and willingly accepts assignments and completes them thoroughly and on time

Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports

Gets to know other committee members and builds a collegial working relationship that contributes to consensus

Is an active participant in the committee's annual evaluation and planning efforts

Board Secretary

Is a member of the Board

Maintains records of the board and ensures effective management of organization's records

Manages minutes of board meetings

Ensures minutes are distributed to members shortly after each meeting

Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Board Treasurer

Is a member of the Board

Manages finances of the organization

Administrates fiscal matters of the organization

Provides annual budget to the board for members' approval

Ensures development and board review of financial policies and procedures



Candlewood Shores Tax District

Board Interest Form

All Board Position Nominees are to submit a Board Interest Form for community review in advance of the vote. All Nominees, should they obtain a position, are aware they are making a commitment to the Board and the Community for one (1) or more years depending on position and are to attend and participate in all meetings.

Name: _____

Address: _____

Home Phone: _____

Email: _____

You currently live in Candlewood Shores and are a registered voter: Yes No

Brief History:

Why would you like to serve on the Board?

You are currently serving on the CSTD Board. Explain why you would like to re-run.

Please email this form to: Lisa Maguire at lisa@candlewoodshores.com or Nancy Johnson at npj09@aol.com

Candlewood Shores Tax District Code of Conduct & Ethics Board of Directors

The Candlewood Shores Tax District Board of Directors, hereby adopts the following code of conduct & ethical standards:

1. It is the fiduciary duty of the Members of the Board to act in the best interests of my community.
2. Members of the Board will exercise reasonable business judgment when making decisions on behalf of the community.
3. It is the responsibility of the Members of the Board to maintain, protect, preserve, and improve the common elements in my community.
4. Members of the Board must balance the needs and obligations of the community as a whole with those of individual owners and residents.
5. Members of the Board understand the importance of having satisfactory attendance at Board Meetings.
6. Members of the Board will take the proper initiatives to identify safety hazards and excessive liabilities and act to correct such hazards and minimize such liabilities through risk control measures.
7. Members of the Board shall understand their role as volunteers and not seek or receive any compensation or direct personal benefit from their role on the Board. This includes, but is not limited to, direct compensation from the Association or its vendors or any free or discounted services received from the Association or its vendors due to their influence of being a Member of the Board.
8. Members of the Board shall understand that their individual statements and opinions may be misconstrued as Board opinions and statements, and therefore, will be cautious about the particular statements and opinions made and the audience they are made to.
9. Members of the Board shall not act in an individual capacity in situations where they are not authorized to do so by the Association.
10. Confidentiality of personal information of homeowners and residents shall be protected and respected by the Members of the Board.
11. It shall be understood that opinions will differ and that the Members of the Board are to conduct themselves in a professional manner at all Association Meetings (Board Meetings, Annual Meetings, Special Meetings, etc.).
12. Members of the Board understand that decisions are made by votes of the majority of the Board. No Member of the Board will publicly disagree, challenge, or speak negatively about a decision made by the Board that they are a part of.
13. Members of the Board are not to place themselves in situations that could potentially create a conflict of interest. Should a potential conflict of interest arise, this conflict is to be disclosed.
14. Members of the Board who are personally involved as a homeowner in a Board decision (violation complaint, modification approval, repair situation, etc.), shall abstain from voting on such decision.
15. Members of the Board shall undertake only those responsibilities that they are capable of, qualified for, and able to, perform.
16. All existing and future Members of the Board will be provided with, understand, and agree to abide by in writing this agreement.

AGREED:

As a Member of the Candlewood Shores Tax District Board of Directors, I hereby understand and agree to abide by the Code of Conduct & Ethics as stated above.

Name: _____

Signature: _____

Date: _____