



# CARRIAGE MANOR RESORT

## Candidate Nomination Packet for Board of Directors

### Board Members Job Description and Responsibilities:

As with any commitment, it is important to know what will be expected of you as a Carriage Manor Board member. Before you make that final commitment, you need to understand the functions you will be performing, the time commitment required, and the skills you will need to be successful. The purpose of this document is to provide such information to a prospective Board member.

First, it is advisable that any prospective Board member be familiar with Carriage Manor's Governing Documents. In the By-laws, Part 4, 5, 6 and 7, you will find a list of the Board's "Powers and Duties". It is important to understand the difference between the two. Powers are those things the Board can do, and Duties are those things the Board must do. In reviewing those areas listed in the above mentioned Parts, you need to understand you could become involved in any or all of them.

### In General, as a Board member you will:

1. Be assigned as liaison to one or more Carriage Manor Committees. The seven-member Board has liaison assignments for 6 standing committees.
2. Be a potential candidate for one of four different officer positions.
3. Be assigned special tasks as they arise.
4. Attend meetings:
  - a. One monthly open Board meeting.
  - b. One to two monthly Board working meetings.
  - c. The committee meetings for your liaison assignments.
  - d. Special meetings as required – you can probably plan on an average of one a week.
  - e. Occasional teleconferences and Zoom meetings during the summer months.
  - f. Occasional meetings with other resorts, our attorney, and city/county officials.
  - g. You will need to do the necessary "homework" to prepare for the meetings and conferences.
5. Check your email daily (year-round), as well as your "Director Mail Box" documents in the Club House when in Carriage Manor. Both may require your review and comments.
6. You will probably spend from 10-20 hours per week as a Board member during the season.
7. Maintain confidentiality.
8. The Board job has changed over the recent years. Carriage Manor is a \$2,500,000 a year business and our homeowners are looking to the Board of Directors to represent them as a community and to carry the vision of our community into the future. We are moving forward by improving our technology and being proactive in a future vision of a 55+ active resort. As a Board member, you are a part of a team. This will require time, energy, speaking, and being supportive of the team and the resort. A working knowledge of technology, especially computers and strong interpersonal skills are required for this role.

### Term:

All directors shall hold office for a two-year term and a director's time on the Board of Directors shall be limited to no more than four (4) consecutive full elected terms. (By-law Part 4.2)

### Requirements:

- Directors of the association must be members of the Association.
- Resident members must have resided within the property for a minimum of one hundred (100) days during the immediately preceding calendar year.
- Directors are required to have a working Email for communication.

## Upcoming Important Dates and Information

Once you have submitted your documents, you will be contacted by the Nomination and Election Committee to discuss the next steps and answer any questions. Please note the following activities you will need to attend:

- **Tuesday, January 9th @ Tuesday Talk - Announcement and Presentation of the 2023/24 Candidates** for Carriage Manor Board of Directors. Once candidates are announced, candidates are permitted to campaign for their election, with the exception of printed flyers which can only be distributed after Tuesday, January 16, 8:30 AM, when voting officially begins.
- **Friday, January 12th, in the Social Hall - Candidate Social Dessert Night from 4:30 - 5:30 PM.** Each candidate will be introduced and be given 5 minutes to speak and then candidates will be seated at different tables with residents having the opportunity to sit and visit with the different candidates.
- **Tuesday, January 16th, ~ 8:30 AM, paper ballots and e-voting officially begin.**
- **Tuesday, January 16th, in the Ballroom, Q & A Candidate Night from 5:30 - 6:30 PM.** All candidates will be seated at the front of the room and Residents will have the opportunity to ask one or all of the candidates a question. Residents can go to the end of the line to ask another question.
- **Wednesday, February 28th, in the Ballroom, Annual General Meeting with the announcement of the election results @ 1:30 PM** - New Board Members will be sworn in.

### Notes:

- Candidates are permitted to have flyers available at the Q & A Candidate Night for residents to post on their lot or unit. These can only be distributed after ballots have been released on January 16th, @ 8:30 AM.
- These flyers must be taken down by residents no later than 3 days after the announcement of the results during the February 28th Annual General Meeting.
- Candidates are free to speak to residents and in common areas from sun up to sun down.

### As Per **AZ HB2158 – A.R.S. §33-1261 & §33-1808** Effective September, 2022

- Members can place “Association-specific” political signs on their Lot/Unit.  
For example:
  - Vote for Board member
  - Vote for CC&R Amendment

Members can display signs from the date the ballot is provided until 3 days after the election.

## Carriage Manor Resort Candidate Questionnaire

**A. Complete the following questions and return this page in an envelope to the Carriage Manor Office on or before 12:00 PM on January 5, 2024.**

1. Name: \_\_\_\_\_
2. Carriage Manor Address: (Lot #) \_\_\_\_\_
3. Phone number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_
5. Number of years you have been a member of the Association? \_\_\_\_\_
6. Number of months normally residing at Carriage Manor per year? \_\_\_\_\_
7. Should you become a member of the Board, are you prepared to devote the time required to resolve issues brought to the Board's attention? ☐ Yes ☐ No
8. I have read the Carriage Manor Board Job Description and understand the job expectations? ☐ Yes ☐ No
9. Are you willing to submit to a background check if required? ☐ Yes ☐ No
10. Are you knowledgeable of, or have you read, the Governing Documents of the Association? (CC&R's, By-laws, General & Architectural Rules and Regulations) ☐ Yes ☐ No
11. I have resided in Carriage Manor for a minimum of one hundred (100) days during the immediately preceding calendar year. ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. In a separate typed document or email, include the following information in the format below (limit to 300 words total).**

This information will be published with your name and your picture on our website, emailed to Carriage Manor Residents, included in the paper and e-voting ballot packet, and posted on the BOD Bulletin Board as your Candidate Profile. Your profile should include the following information:

- Prior Board Experience
- Professional Experience
- Skill Highlights
- Community Service & Volunteering
- Carriage Manor Clubs and Committees you are involved in
- Why do you want to serve on Carriage Manor Board of Directors
- Personal information you wish to share

Attach your document and a jpg image of yourself via email to [cmelections15@gmail.com](mailto:cmelections15@gmail.com) **on or before 12:00 PM on January 5, 2024.**