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### **APPLICATION TO SERVE ON THE BOARD OF DIRECTORS**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Please Print)

Email Address: \_\_\_\_\_

- Any member of the Townhouse Association in good standing may serve on the Board of Directors.
- A member in good standing is defined as a member whose association dues are current, defined as no more than one month past due.
- The Townhouse Association Board of Directors is the governing body of the Hot Springs Village Townhouse Association which consists of 928 townhouses located in 16 separate courts: *Arista Courts, Balboa Cove Courts, Castellon Courts, Coronado Courts, Cortez Courts, Desoto Courts, Guadalajara Courts, La Coruna Courts, Lanza Courts, Madrid Courts, Magellan Courts, Majorca "2" Courts, Majorca "4" Courts, Segovia Courts, Valencia Courts, and Villa Alegre Courts.*
- Each townhouse court is unique in its location, infrastructure, age and needs.

**SEAT ON THE BOARD OF DIRECTORS:** Each term is three (3) years in duration. No board member may serve more than two consecutive terms.

1. \_\_\_\_\_ SEAT ON THE BOARD OF DIRECTORS - **ALL required documentation must be submitted with application.**

TOWNHOUSE ADDRESS: \_\_\_\_\_ COURT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY OWNER SINCE: \_\_\_\_\_

I acknowledge I have read the attached charges for the Board of Directors that I'm applying for and I understand what my responsibilities will be as listed on the reverse side of this application.

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

## **BOARD OF DIRECTORS GUIDELINES & RESPONSIBILITIES**

Section 1. Any Board of Director member responsible for Association funds shall be bonded under the laws of the state of Arkansas.

Section 2. The signatures of at least two authorized Directors or General Manager and one authorized Director shall be required on all Association checks. For payroll checks only, Office Manager and one authorized Director's signature shall be required.

Section 3. A majority vote of the Board of Directors shall be required to execute all Association lease, mortgage, or other obligation documents.

Section 4. The Board of Directors shall adopt and publish rules and regulations governing the use of Limited Common Property and facilities and shall establish penalties for any infraction.

Section 5. The Board of Directors shall suspend the voting rights and right to use the recreational facilities of a member during any period in which such member shall be in default, beyond sixty (60) days, in the payment of any assessment levied by the Association. Such rights may also be suspended after notice for a period not to exceed thirty (30) days for infraction of published rules and regulations.

Section 6. The Board of Directors shall employ an Association general manager, or contract with an independent contractor, to hire employees as deemed necessary to maintain the Limited Common Properties of the Association. The Association general manager or contractor shall be responsible for the development of all job descriptions and work duties of the respective employees and ensure that the written job functions are accomplished.

Section 7. The Board of Directors shall recommend the amount of the Association's annual assessment. Any change in the annual assessment shall have the assent of a majority (51%) of the voting membership to be determined by referendum election conducted by the Nominating and Election Committee under the rules stated in Article V. Proxy votes shall not be allowed.

Section 8. The Board of Directors may file and record a lien against any Association member for assessments not paid within sixty (60) days of their due date or to bring action at law against the owner personally obligated to pay the same.

Section 9. The Board of Directors, through the open bid process, shall procure and maintain adequate liability and hazard insurance on all property, real and personal, owned by the Association.

Section 10. The Board of Directors shall be responsible for the maintenance of all limited common property according to established guidelines.

Section 11. The Board of Directors, through the Association's Standards & Control Committee, shall cause the exterior of all dwelling units to be maintained by the respective property owner. The Committee shall notify the owner of the townhouse, in writing, of any minimum repairs that need to be made to the property and a time period within which the repairs must be completed. Failure of the owner to make the necessary repairs within the allotted time shall cause the Board of Directors to take legal action.

Section 12. Any Association capital project in excess of \$50,000.00 must be voted upon by the membership in good standing of the Association in an election conducted by the Nominating and Election Committee.

*Board members are expected to treat other board members with respect and keep them informed of any concerns in a timely manner so as to facilitate personal deliberation before discussing them at board meetings, and be helpful in supporting issues that are in the best interest of the majority of the townhouse members.*