



Townhouse Association

1 Perralena Lane Hot Springs Village, AR 71909
Phone (501) 922-1375 Fax (501) 915-9347 Email Address hsv.tha@sbcglobal.net

The Hot Springs Village Townhouse Association thanks you for your interest in being a candidate for a position on our Board of Directors.

Included in this packet is the application form. Once the submitted application is found to be complete and in good order, the Nominations & Elections Committee Chairman will notify the Board of Directors and your name will be placed on the ballot for the next scheduled election or submitted to the Board of Directors for consideration in the event of death or resignation by a current board member.

APPLICATION INSTRUCTIONS:

Information from this application and attachments will be provided to the local press and will be provided to the members of the Association at the time the ballot is mailed to them. This information will be unedited by the Association. It is important to the election process that accurate background information will be provided to the members of the Association, so that they may make an informed choice when they cast their ballot. You should understand that the majority of members are non-resident and this will be the only information we will provide.

1. Please attach an information sheet with a maximum of 250 words or less, typewritten, double spaced on one side of a sheet of plain white paper. Exceeding these limits will result in request for resubmission. State what you believe best presents you and your views as a candidate for the Board of Directors. This **must** include:
 - a. Name of townhouse court(s) in which you own a townhouse(s).
 - b. Name of city and state of your permanent residence.
 - c. Educational background; employment history; date you became a HSVTHA property owner; current or past POA or HSVTHA community involvement.
 - d. Why you wish to serve on the Board of Directors.
 - e. A recent 3" x 5" color photograph of yourself, which will not be returned to you. Photographs may be made at the HSVTHA office, by appointment if needed.
2. Please submit the above information as a hard copy as well as by email or CD to the HSVTHA office.
3. Incomplete applications will not be considered.

Terms run for a three (3) year period.



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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.