



Board of Directors Application

The board is a group of elected homeowners who are responsible for managing and maintaining our community, ensuring compliance with governing documents, and making decisions that benefit all residents.

We are a **working board**. Not only do we serve as a governing body for our neighborhood, but we also serve as our property management group in collection of dues, payment of bills, vendor contract negotiations and management, and **enforcement of our community rules**.

Qualifications & Skills of Board Membership:

- Qualifications include property ownership and adherence to state laws & governing documents.
- Essential skills such as leadership, communication & financial management are required to be successful on the board while best practices focus on transparency & collaboration with fellow members.
- Knowledge and understanding our Declaration of Covenants, Conditions and Restrictions, our Code of Bylaws, and our Architectural Rules and Regulations.
- The ability to balance personal interests with community needs, managing conflicts, and navigating legal and financial complexities.
- Time to serve. As a working board, a great deal of time is required by all board & committee members to maintain our neighborhood.
- Proactive communications to association members via the Director of Communications.

Board Positions

President – Board Officer

As the leader of the HOA board, the President is responsible for setting the agenda, overseeing operations, and ensuring compliance with governing documents. This critical role demands a strong understanding of the regulations, bylaws, and inner workings of the association. Additionally, the President must effectively communicate with fellow board members and residents, addressing their concerns and requests while promoting a sense of community. The President oversees all ongoing projects by working directly with each Board Member and Committee Chair. Strong project management skills are essential to ensure projects don't become stuck. The President represents the organization at important events, such as the annual meeting, fostering unity and collaboration within the community.

Secretary – Board Officer

The secretary acts as the guardian of the HOA Board's official documentation and communications. To be an effective secretary, strong organizational and communication skills are essential, along with the ability to manage documentation accurately and efficiently. The Secretary oversees the Chairman of Architectural Control Committee ensuring neighborhood rules are followed.

Responsibilities include:

- Creating the board meeting agenda and recording meeting minutes
- Submit and maintain all state-filed agreements for our legal entity.
- Ensuring quorum
- Sending notices for Board meetings
- Foremost knowledge of Association's Covenants and Bylaws.



- Maintaining important documents such as the Declaration of Covenants, Conditions and Restrictions, Bylaws, Architectural Rules & Regulations, Articles of Incorporation, and original vendor agreements.
- Liaise between the Board and the HOA's attorney and insurance carrier.
- Physical mailings of legal letters and documents to residents and realtors.

Treasurer – Board Officer

The Treasurer oversees all financial matters of the Association. Strong fundamentals of bookkeeping are required. There are many visible and daily tasks related to responsible finances. By ensuring accurate financial management, the Treasurer contributes to the financial stability and long-term success of the Association.

Responsibilities include:

- Cashflow management and proper forecasting to ensure the HOA's operating account is adequately funded while investing reserve funds to reduce the risk of having to collect a special assessment.
- Constant communication with Quality Control Committee (QCC) to ensure services are needed and being rendered according to the Associations requirements and within budget.
- Prompt payment to vendors and the collection of Certificates of Insurance (COI) and W9 documents from vendors.
- Prepare P&L statements and annual budget to present to the Board.
- Provide bank and financial statements to CPA.
- Host budget meetings and foster collaboration among Board members and Association members is crucial to the success of the Treasurer.
- Use of financial software for invoicing and account management.
- Strong financial acumen, attention to detail, and daily involvement is a must.

Director – Board Member

The Director is responsible for working with the Board officers to efficiently manage our Association. They consult key committee stakeholders to gather input for process development. They monitor our policies and ensure alignment with our organization's strategic goal. To be an effective Director, strong process development skills are essential, along with the ability to manage documentation accurately and efficiently.

Application Process

- Complete the **Board of Director's Application** – your completed application will be shared with all Association members in advance of the annual meeting.
- Submit your completed application to Board Secretary Mike Martens at mikem5912@gmail.com or by mail to:

Secretary, Estes Park HOA
PO Box 202
Fortville, IN 46040

- The deadline to submit completed applications is **Sunday, March 16, 2025** (30 days prior to our annual meeting). Applications received after this date will not be considered.

Thank you for your interest in a position on the Estes Park Board of Directors.



This application serves as a Notice of Intention to campaign and run for a Board position on the Estes Park Homeowner's Association.

Personal Information

Name

Address

How long have you lived in Estes Park?

Less than 1 year

1 – 2 Years

3+ Years

Board position interested in (you can only run for one open position each election year):

President – Board Officer

Secretary – Officer [in office until 2027]

Treasurer – Officer [in office until 2026]

Director – Board Member

Do you have experience in the following areas (check all that apply):

Financial management/budgeting

Conflict resolution

Legal or contract knowledge

Groundskeeping

Marketing or communications

Event Planning

Decision making

Problem-solving

Other (please specify) _____

Do you have previous experience serving on an HOA board, committees or activities?

Yes

No



If yes, please provide details:

What experience do you have in the position you chose?

Are you willing to commit to attending 1 to 2 monthly board meetings and dedicate approximately 3 to 7 to the HOA work each week? As mentioned, the Board acts as the property management group and a great deal of time is dedicated each week to fulfilling our obligations.

Yes

No



What goals or accomplishments would you like to achieve if elected (be specific)?

Completed applications must be submitted no later than **Sunday, March 16, 2025**, to be placed on the official ballot for our Annual Meeting in April. Applications received after this date will not be considered.

Email completed application to Board Secretary – Mike Martens at mikem5912@gmail.com or mail to:

Secretary, Estes Park HOA
PO Box 202
Fortville, IN 46040

Acknowledgment

By submitting this application, I acknowledge that all information supplied will be sent to homeowners in advance of the annual meeting. I have read and understand the commitment involved in being a member of the Board. If elected, I agree to abide by the responsibilities and duties outlined in the HOA's governing documents.

Signature: _____

Date: _____

Treasurer Only: The HOA may conduct a background check on anyone running for this position to ensure you have not filed for Bankruptcy or been convicted of a felony in the past 10 years since this position is responsible for managing money.

I agree to a background check: Yes No