

<p style="text-align: center;"><b>Sundance HOA</b> <b>Board Member Information &amp; Nomination Form</b></p>
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The following is information regarding the Board of Director positions and a nomination form. We encourage homeowners who have not yet served to complete the following nomination form by **October 8, 2021**.

**The nominating process is simple:**

If you have an individual you would like to nominate as a Director candidate for the Board, or you would like to volunteer yourself, then please complete the nomination form and return to Nick Conley at [nick@highlandrealty.com](mailto:nick@highlandrealty.com).

At the Annual Meeting, candidates will have a chance to introduce themselves and explain their interest in participating. All present will vote for the candidates put forth. More detailed information about the process can be found in the [HOA Bylaws](#) under Article 5, Board of Directors.

**Below you'll find information about serving on the Sundance Board of Directors:**

**Role of the Board.** The Sundance Board of Directors is the body which monitors, maintains and regulates the common areas of the SHOA as well as monitors and enforces the association covenants and by-laws. It engages in strategic and financial planning to monitor the health and solvency of the association. As the governing committee, it provides direction to the HOA management company and assists in managing the day-to-day affairs of the association.

**Qualifications and Expectations**

1. Candidates must be a homeowner in the Sundance neighborhood
2. Candidates must be current on all assessments and homeowners' dues
3. Candidates must be willing to volunteer a minimum of two hours per month
4. Candidates must be responsive with board communications and follow-through on action items in a timely manner
5. Candidates must be willing to uphold and support the Convents and By-Laws of Sundance Homeowners Association

**Meetings.** Board meetings are held twice a year usually in April and September. With the annual HOA meeting held in October. Special meetings are held as needed.

**Terms.** Terms for all Directors are for two years and are renewable. Officers are elected by the Board of Directors and will serve for one year and are also renewable.

**Elections.** Nominations will be requested 30 days prior to the annual homeowners meeting and approved by the Board of the Directors. Elections shall take place at the annual homeowners meeting. The President will tally votes and announce newly elected directors in the annual meeting minutes. Newly elected Directors shall take office on **January 1, 2022**. If a vacancy occurs during the term of a Director, the Board of Directors shall appoint a homeowner in good standing who agrees to serve and is qualified.

**Nomination Form.** Please see opposite page.

**Sundance HOA**  
**Board of Directors Nomination Form**  
*Nominations must be submitted by October 10, 2021*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Reasons for wanting to serve the Sundance Homeowners Association:**

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**Non-Conflict of Interest Statement**

As a member of the board, I will:

- Represent the interests of all members of the SHOA and not favor special interest inside or outside of the organization
- Not use my position on the board for my personal advantage or for my personal interests or goals
- Approach all matters with an open mind, prepared to make the best decision for all of the SHOA members without bias
- Abide by the By-Laws and Covenants of the SHOA
- Disclose all potential conflicts of interest and the proposed resolution to the entire Board of Directors. This includes personal conflicts, potential legal issues or financial conflicts with other Sundance homeowners.
- Keep all board information confidential

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

**Please submit nomination form to:**

Mail: Sundance Homeowners Association  
c/o Highland Realty & Management  
11145 Sheridan Blvd, Ste 30  
Westminster, CO 80020  
Email: [nick@highlandrealty.com](mailto:nick@highlandrealty.com)  
Fax: 303-466-9290