

Adopted November 9, 2021, by SEPO Board of Directors

SEPO

SEPO Board Nominating Committee Guidebook

SEPO Board Nominating Committee

Determination of Nominating Committee Members

Per the SEPO Bylaws:

ARTICLE VI-COMMITTEES **Nominations and Ballots**

6.01 The Board of Directors shall, at least sixty (60) days before the election, appoint a Nominating Committee of three (3) to five (5) members to submit a slate of nominees for Directors to be placed on a ballot for hand delivery or mailing to members.

Goals and Charter

After determining how many open positions are available for the next year's SEPO Board, the goal of the SEPO Board Nominating Committee is to identify and vet qualified Candidates for these open positions. We plan to make recommendations of at least one or two more names than there are Board positions to fill.

The Committee will finalize interview questions, which will assist them in determining their recommended SEPO Board Candidate list.

The Committee chairperson will send an email to the community and post it outside the SEPO Office announcing the formation of the SEPO Board Nominating Committee and invite anyone who would like to be considered for SEPO Board nomination to contact one of the committee members. Committee members will also put forward Candidates' names. All Candidates will be interviewed and vetted by the Nominating Committee.

Community Email/Posting: Announce Members of the Nominating Committee

The following is the responsibility of the Nominating Committee Chairperson to inform the Sunshine Community via email (from sepoenews@gmail.com) and post it outside of the SEPO Office, who is on the Nominating Committee for the next SEPO Board Election.

From: SEPO Community <sepoenews@gmail.com>
Sent: (Date of Email)
To: SEPO Community
Subject: SEPO Board Nominating Committee Roster

The members of the SEPO Board Nominating Committee are made up of:

- Member 1
- Member 2
- Member 3
- Member 4 (if applicable)
- Member 5 (if applicable)

The purpose of this committee is to identify and recommend SEPO Residents, who would like to serve on the SEPO Board of Directors. There are x positions to fill for the forthcoming SEPO Board election in February YEAR.

If you would like consideration and possibly be recommended by the Nominating Committee as a SEPO Board Candidate, please contact any member to set up an interview.

NAME

SEPO Nominating Committee Chairperson

Community Email/Posting: Why Become an HOA Board Member

The following is the responsibility of the Nominating Committee Chairperson to inform the Sunshine Community via email (from sepoenews@gmail.com) and post it outside of the SEPO Office, information to help residents in determining if they have an interest in becoming a SEPO Board member.

From: SEPO Community <sepoenews@gmail.com>
Sent: (Date of Email)
To: SEPO Community
Subject: Why Become an HOA Board Member

If you are undetermined as to whether you would like to serve on the SEPO Board, please ask yourself the following:

- Do you have great ideas about how your community can be managed more efficiently?
- Would you like to become more involved in your HOA's daily operations?
- Do you have the time, dedication, and enthusiasm to regularly volunteer your skills for the benefit of your community?

If so, then you're a perfect Candidate to run for a seat on your HOA Board of Directors. If you're still on the fence about whether or not to run, here are three reasons you should take the leap and "**Become an HOA Board member**".

1. You'll help to protect your investment.

Board members are tasked with making important decisions on behalf of the Homeowners Association. Your HOA is a non-profit mutual benefit corporation in charge of overseeing a multi-million-dollar set of assets: the homes and common areas in your community. As a Board member, you will have a significant influence on assessments, [community improvement projects](https://www.kppm.com/hoas-protect-investment) (<https://www.kppm.com/hoas-protect-investment>) scheduling and operational aspects of projects and the overall future vision for your community. These decisions have a major impact on the trajectory of the property values in your community. Ultimately, decisions that affect the association are the responsibility of the Board.

2. You'll make your community a nicer place to live.

In addition to administrative and operational tasks, Board members can act as cornerstones to enrich community life through events and community-building activities. As a Board member, you'll play a role in shaping your community's identity and providing input into a [strategic plan](https://www.kppm.com/hoa-management-creating-a-strategic-plan) (<https://www.kppm.com/hoa-management-creating-a-strategic-plan>) that establishes its long-term vision. You'll also get the opportunity to meet your neighbors, learn about what matters to them and help bring those priorities to life. You'll help maintain a pleasing and welcoming community atmosphere.

3. You'll bring valuable skills to the table.

Your community can benefit from the skills you have to offer, especially if you have specialized experience in finance, legal, operations or communications. Your social skills can be a major asset to your HOA, as well as, Board members are expected to be civic-minded, impartial and detail oriented. Some of your hobbies can also enhance your association. Your love of landscaping, recreational sports, design or event planning can help your Board make more informed decisions about projects that will [improve your community](https://www.kppm.com/4-tips-successful-hoa-board-meeting) (<https://www.kppm.com/4-tips-successful-hoa-board-meeting>).

Check out our article, "[What Makes a Great HOA Board member?](https://www.kppm.com/what-makes-a-great-hoa-board-member)" (<https://www.kppm.com/what-makes-a-great-hoa-board-member>) and discover how many of the skills you already possess can be put to good use by your HOA Board.

Running for a seat on your Homeowners' Association Board of Directors is a major decision. Before making a commitment, attend a few [Board meetings](https://www.kppm.com/prepare-for-an-hoa-board-meeting) (<https://www.kppm.com/prepare-for-an-hoa-board-meeting>) to get a sense of how they operate. Reach out to current or past Board members and ask about their experiences and what they have learned. Also from them you can get a run-down of what would be expected of you in your new role.

If occupying a seat on your HOA Board of Directors sounds like a fun and challenging opportunity, please reach out to the Nominating Committee and they will assist you with the steps to take to get started.

NAME

SEPO Nominating Committee Chairperson

SEPO BOARD OF DIRECTORS: AREAS OF RESPONSIBILITY

- 1. PRESIDENT -**
- 2. SECRETARY & GOVERNING DOCUMENTS -**
(as of November 9, 2021, these documents are)
 - a. Covenants
 - b. Bylaws
 - c. Policies & Procedures
 - d. Rules and Regulations Pertaining to Non-compliance to Covenants Fee Schedule
- 3. TREASURER -**
 - a. Financial Status
 - b. Reports
- 4. GOLF COURSE -**
 - a. Golf Course
 - b. Equipment
 - c. Irrigation Maintenance
 - d. Maintenance Area
- 5. (COMMON GROUNDS/MAINT. AREA 1) SEPO BUILDINGS -**
 - a. Office, Lounge, Library
 - b. Pavilion
 - c. Pool & Hot tub
 - d. Retzlaff Hall
 - e. Sunburst Building
- 6. (COMMON GROUNDS/MAINT. AREA 2) -**
 - a. Drainage and Irrigation Ditches
 - b. Streets and Grounds
 - c. Texas Ave
- 7. (COMMON GROUNDS/MAINT. AREA 3) -**
 - a. Storage Lot & Woodshop
 - b. Shuffleboard Court
 - c. Tennis/Pickleball Courts

OPEN POSITIONS ON THE NEXT SEPO BOARD

The following is the responsibility of the current SEPO Board to provide the Nominating Committee with the list of Board members who will be staying on the Board for the upcoming year, whose term will be complete and if they are interested in running again, and whose term will be complete and they cannot run again (due to already having served on the Board for four consecutive years). See EXAMPLE list below.

SEPO Board of Directors (YYYY-YYYY)

- **President –**
 - NAME (served 1 yr - 1 yr remaining)
 - NAME will be staying on Board.

- **Secretary & Governing Documents –**
 - NAME (served 2 yrs – Term Over)
 - Need a replacement.
 - NAME wants to run again.

- **Treasurer - Financial Status & Reports**
 - NAME (served 1 yr - 1 yr remaining)
 - NAME will be staying on Board.

- **Golf Course –**
 - NAME (served 2 yrs – Term Over)
 - Need a replacement.
 - NAME wants to run again.

- **(Common Grounds/Maint. Area 1) - SEPO Buildings**
 - NAME - (served 4 yrs - Term over – Cannot run again)
 - Need a replacement.

- **(Common Grounds/Maint. Area 2) -
Drainage and Irrigation Ditches, Streets and Grounds, Texas Ave**
 - NAME (served 1 yr - 1 yr remaining)
 - NAME will be staying on Board

- **(Common Grounds/Maint. Area 3) -
Storage Lot & Woodshop, Shuffleboard Court, Tennis/Pickleball Courts**
 - NAME (served 1 yr - 1 yr remaining)
 - NAME will be staying on Board

Nominating Committee Roster

To aid the Nominating Committee members in contacting one another and to also enable the SEPO Board easy contact, it is recommended a “roster” of Names, Phone Numbers and other pertinent information be created

SEPO Board Nominating Committee - **for Feb, Year Board Election**
 Committee Members:

Name	Phone #1	Phone#2	Email Address	Sunshine Address	Responsibilities
					Chairperson
					Secretary (if needed)

Nominating Committee Meetings

It will more than likely take multiple meetings before the Nominating Committee finalizes the list of Candidates to present to the Board as Nominees. Documenting these meetings will provide a useful roadmap for future Nominating Committees to aid them in fulfilling their obligations.

DETERMINE BOARD CANDIDATES TO INTERVIEW

As previously mentioned, the Nominating Committee may need multiple meetings to decide on names of possible Board Candidates for their list. The list may start off with several names but will most surely be downsized as interviews commence and additional information is discovered, or potential Board Candidates on the committee's list may not be interested in being nominated.

The following 'example' items may help in formulating the list of names and documenting information about those persons. Eventually you will have a list of names to present to the Board at the January meeting.

1. Prior to doing Interviews determine the following:

- a. Potential Candidates Name.
- b. Are they a 'full-time' or part-time resident?
(Although this is helpful to know, if a resident is part-time, full-time residents on the Board have often stepped up and assisted part-time Board members with their responsibilities.)
- c. Any background or other information that is currently available/known by the Committee about a potential Candidate.
- d. What type of Target Rating would you give them? (A, B, C etc)
 - i. Target Ratings can be classified as being from:
 1. A = Yes, we want them to serve.
TO
 2. Highest Letter = Yes, we would nominate them if no one else wants to serve.
- e. Who will interview the Candidate?
(Preferably two Committee members would be present during an interview).

2. After Interviews document the following:

- a. Who actually did the interview?
- b. What is the Status Rating?
 - i. Status Ratings can be classified as being from:
 1. 1 = Yes, the person wants to be nominated.
TO
 2. Highest number = No, the person absolutely does not want to be nominated.
- c. Remarks from the person who was interviewed and/or the person(s) doing the interview.

SEPO Nomination Committee Possible Questions to Potential Board Candidates (to be used as a 'Guideline' during Interview)

SAMPLE INTERVIEW QUESTIONS

Candidate's Name: _____

Date: _____

The SEPO Governing Rules referred to below include:

- Covenants
- Bylaws
- Policies & Procedures
- Rules and Regulations Pertaining to Non-compliance to Covenants Fee Schedule

1. Why do you want to become a member of the SEPO Board of Directors? What do you hope to accomplish? What are your strengths (experience, relationships, skill, etc) that will contribute to your success?
2. What about the position will be a challenge for you?
3. Have you ever served on any governing board or committee?
If so, how long and what was your responsibility?
4. Have you managed people or projects?
If so, how many people? What type of Projects?
5. Please describe a situation where you had to resolve some type of conflict? What steps did you take and what was the outcome?
6. Joining a board requires working as part of a team. How would you describe your ability to work on a team?
7. If you become a SEPO Board member, would you consider serving as President, Vice-President, Secretary or Treasurer? What position would you be interested in serving?
8. Which SEPO Governing Documents do you believe are important? Why?
9. Which SEPO Governing Documents need to be enforced? Why?
10. Do you believe any SEPO Governing Documents can be ignored? Why?
11. Do you have a SEPO Governing Rule you like a lot? Which one and Why?
12. Do you have a SEPO Governing Rule you dislike? Which one and Why?
13. What do you like or dislike about how past SEPO Boards made decisions during the years you have resided at Sunshine Estates? Please give examples without using names in your example.
14. How would you go about making changes to the SEPO Governing Documents?
15. When you have to make a decision which is not clearly defined in the SEPO Governing Documents, how would you go about making your decision? Do you have any further responsibilities once the

SEPO Nomination Committee Possible Questions to Potential Board Candidates (to be used as a 'Guideline' during Interview)

decision is made?

16. How do you handle a non-compliant resident when they are violation of a SEPO Governing Rule?

Scenarios (Examples):

- A. Your next door neighbor comes by your house one day and is so excited and tells you that a family member has given them a small cute dog because he or she is lonely. You know the neighbor is lonely, because you have been told this many times. The neighbor asks you if it is ok to construct a fence on the property line to prevent the dog from getting out into the street, because he or she doesn't have the strength to secure the dog with a lease. What would you tell your neighbor to do? And what would you do, if anything?

- B. You notice your neighbor is painting the outside of their house and you suspect they did not complete an ACC request. It looks like the same color. What do you do? Why? What would you do if the color is a brighter color and is not a color approved for the community? What would you do if the entire trim, doors and garage doors were already painted a non-compliant color?

FINAL QUESTION: If you were nominated as a SEPO Board Candidate, would you be willing to sign the Pledge below and adhere to it to the best of your ability.

SEPO Board "Candidate" Pledge for year: _____

In accepting the nomination as a Candidate to the SEPO Board of Directors,

I _____ pledge to cast my vote, while serving on the
(PRINT YOUR NAME)

SEPO Board, to support the Sunshine Estates Governing Documents (Covenants, Bylaws, Policy and Procedures, and Rules and Regulations Pertaining to Non-compliance to Covenants Fee Schedule). I understand that these documents have been established for the stability and betterment of the community, and will strive to make decisions consistent, and to comply faithfully, with the aforementioned documents of the SEPO Corporation.

(Signature)

(Date)

SEPO BOARD “CANDIDATE” PLEDGE

After the list of Candidates who want to run for the SEPO Board has been finalized, each Candidate is asked to sign and date the SEPO Board “Candidate” Pledge.

See the bottom of this Guidebook to print a copy of the following Pledge Form for each Candidate to sign.

These pledge forms are delivered to the SEPO Board at the time the list of Candidates is posted (ten days prior to the January SEPO Board Nominations meeting).

SEPO Board “Candidate” Pledge for year: _____

In accepting the nomination as a Candidate to the SEPO Board of Directors,
I _____ pledge to cast my vote, while serving on the
(PRINT YOUR NAME)

SEPO Board, to support the Sunshine Estates Governing Documents (Covenants, Bylaws, Policy and Procedures, and Rules and Regulations Pertaining to Non-compliance to Covenants Fee Schedule). I understand that these documents have been established for the stability and betterment of the community, and will strive to make decisions consistent, and to comply faithfully, with the aforementioned documents of the SEPO Corporation.

(Signature)

(Date)

CANDIDATE BIOS

Each Candidate must submit their BIO to the Nominating Committee prior to the Committee posting the list of SEPO Board Candidates (ten days prior to the January Board Nominations Meeting). Each Candidate should submit a BIO of one page or less. The BIO should contain the following at the top of the document.

See the bottom of this Guidebook to print a copy of the following BIO Form for each Candidate to sign.

SEPO Board Member Candidate Bio for year: _____

Candidate Name: _____

Candidate Bio:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

POSTING OF SEPO BOARD CANDIDATES

The following is the responsibility of the Nominating Committee Chairperson to inform the Sunshine Community via email (from sepoenews@gmail.com) and post it outside of the SEPO Office, of the SEPO Board Nominating Committee Candidate Announcement.

Per the SEPO Bylaws:

ARTICLE VI-COMMITTEES Nominations and Ballots

6.01 The nominating committee shall post its selection of Nominees at least ten (10) days prior to the January Meeting of Residents and Directors. ...

From: SEPO Community <sepoenews@gmail.com>
Sent: (Date of Email)
To: SEPO Community
Subject: SEPO Board Nomination Committee Candidate Announcement

The SEPO Board Nomination Committee, consisting of NAME (Chairperson), NAME, NAME etc., are pleased to submit the following Candidate names in alphabetic order for the YEAR election of the SEPO Board of Directors. All of the Candidates have been interviewed by one or more Nominating Committee members and were considered by this Committee for nomination based upon their responses to the questions asked of them and their willingness to sign the 'SEPO Board "Candidate" Pledge'. We have attached the BIOS we received from each Candidate.

We are pleased to announce the SEPO Residents who met the requirements and are in good standing in the Sunshine Estates Community. We encourage the current Board of Directors to include their names in the YEAR ballot. The Nominating Committee will make that motion during the January YEAR Board of Directors Nominations meeting.

Candidate Name 1

Candidate Name 2

Candidate Name 3

ETC

This announcement, along with the Candidates' Bios, are currently posted outside the SEPO Office.

Please contact xx (Chairperson) with any questions.

Phone Number

NOMINATION MOTION AT JANUARY BOARD MEETING BY THE Nominating Committee

Per the SEPO Bylaws:

ARTICLE VI-COMMITTEES Nominations and Ballots

6.01 The Committee shall submit its nominations to the members at the January meeting of Residents and Directors and nominations from the floor will be accepted.

A motion will be made by the Board and voted on at this meeting. If the list of Board Candidates is accepted by the required number of votes,

At this point the work of the SEPO Board Nominating Committee is concluded and the Board and the SEPO Board Election Committee takes over.

A copy of all documentation prepared by the Nominating Committee should be given to the SEPO Office for future Nominating Committees to use as a base when commencing their committee responsibilities.

SEPO Board “Candidate” Pledge for year: _____

In accepting the nomination as a Candidate to the SEPO Board of Directors,
I _____ pledge to cast my vote, while serving on the
(PRINT YOUR NAME)

SEPO Board, to support the Sunshine Estates Governing Documents
(Covenants, Bylaws, Policy and Procedures, and Rules and Regulations
Pertaining to Non-compliance to Covenants Fee Schedule). I understand that
these documents have been established for the stability and betterment of the
community, and will strive to make decisions consistent, and to comply faithfully,
with the aforementioned documents of the SEPO Corporation.

(Signature)

(Date)

SEPO Board Member Candidate Bio for year: _____

Candidate Name: _____

Candidate Bio: