

**Revised December 10, 2023, by SEPO Board of Directors**

**Formally approved at the December 11, 2023, Board Meeting**

# **SEPO**

## **SEPO Board Nominating Committee Process Guide**

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## **RESPONSIBILITIES**

1. The SEPO (Sunshine Estates Property Owners) Bylaws state the SEPO Board of Directors shall, at least sixty (60) days prior to the date of the scheduled Annual Shareholders Meeting when election results are revealed, appoint a Nominating Committee of three (3) to five (5) Owners.
2. After obtaining information from the Board concerning how many open positions are available for the next year's SEPO Board election, the goal of the SEPO Nominating Committee is to identify and vet qualified candidates for these open positions. The Nominating Committee should plan to make recommendations of at least one or two more names than there are Board positions to fill.
3. The Nominating Committee Chairperson has the responsibility to provide information to the SEPO Community to aid owners in determining if they have an interest in becoming a SEPO Board member. This sharing of information should be accomplished via SEPO email and posted outside the SEPO Office.
4. The Nominating Committee will finalize a list of interview questions, which will assist them in determining their recommended SEPO Board candidate list.
5. It will more than likely take multiple Nominating Committee meetings before the list of candidates is finalized to present to the Board. Documenting these meetings will provide a useful roadmap for future Nominating Committees to aid in fulfilling their obligations.

## **PROCESS TIMELINE**

1. As soon as the Nominating Committee members have been finalized by the Board and a chairperson decided:
  - a. The Nominating Committee chairperson will inform the SEPO community who the members of the committee are via SEPO email and by a posting outside the SEPO office. This email and posting shall also include an invitation to anyone who would like to be considered for SEPO Board nomination, to contact one of the committee members. **(Attachment 1 'Example')**
  - b. It is responsibility of the current SEPO Board to provide the Nominating Committee with the list of Board members (1) who will be staying on the Board for the upcoming year, (2) whose term will be complete and if they are interested in running again, and (3) whose term will be complete and they cannot run again (due to already having served on the Board for four consecutive years). **(Attachment 2a 'Example - Required' & Attachment 2b 'Informational')**
2. The Nominating Committee commences their search for potential SEPO Board candidates. **(Attachment 3a 'Aid' & 3b 'Aid')** The date this list needs to be final is ten (10) days prior to the January SEPO Residents & Directors meeting.
3. After an owner commits to be a candidate and run for the SEPO Board, he/she is asked to sign and date the SEPO Board "Declaration & Intention" document. **(Attachment 4 'Required')**
4. Ten (10) days prior to the January SEPO Residents & Directors meeting the list of candidates **(Attachment 5 'Aid')**, along with copies of their biographies **(Attachment 6 'Required')**, are delivered to the SEPO Board, emailed to the SEPO community and posted outside the SEPO

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Office.

5. After the candidate list has been provided to the SEPO Board and prior to the January SEPO Residents & Directors meeting the SEPO Board shall validate the status of the nominees, as defined under Article II of the SEPO Bylaws:

***Only deeded lot owners of record of Sunshine Country Club Estates, and/or their spouse shall be considered as members of this corporation.***

After this validation is complete, the Nominating Committee report is to be posted electronically and / or on the Office bulletin board for a ten (10) day period.

6. Per the SEPO Bylaws (6.01): At the January Residents & Directors Meeting, the Nominating Committee chairperson shall submit the committee nominations to the members and nominations from the floor will be accepted.
7. The Board President will then ask three (3) times for nominees from the floor. If there are any nominees from the floor they will be asked at this time to sign and date the SEPO Board “Declaration & Intention” document. ***(Attachment 4 ‘Required’)***
8. Board acceptance of nominated candidates –
  - a. A motion will be made by the Board and voted on at this meeting to accept the names of those candidates presented by the Nominating Committee who meet the status requirements as defined under Article II of the SEPO Bylaws.
  - b. Immediately after the January SEPO Residents & Directors meeting the Board shall:
    - i. Validate the status of any floor nominated members, as defined under Article II of the SEPO Bylaws.
    - ii. Send an email to the community and post outside the SEPO office the validation and Board acceptance of any floor nominees.
9. If the list of Board candidates provided by the Nominating Committee is accepted by the required number of votes during the January SEPO Residents & Directors meeting, the SEPO Board thanks the Nominating Committee for their service.
10. At this point the work of the SEPO Board Nominating Committee is concluded and the SEPO Board and SEPO Board Election Committee take over.
11. 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.

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## ATTACHMENTS

### 1. **Attachment 1 (Example) –**

#### **NOMINATING COMMITTEE MEMBERS ANNOUNCEMENT AND REQUEST FOR POTENTIAL CANDIDATES.**

**From:** SEPO Community < [sepoenews@gmail.com](mailto:sepoenews@gmail.com) >  
**Sent:** (Date of Email)  
**To:** SEPO Community  
**Subject:** SEPO Board Nominating Committee Roster & Request for Potential Candidates

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

**NAME**

**SEPO Nominating Committee Chairperson**

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## **2. Attachment 2a (Example - Required) –**

**OPEN POSITIONS FOR THE NEXT SEPO BOARD: Board Provides To Nominating Committee**

**SEPO Board of Directors who served (YYYY-YYYY)**

- **President –**

- **NAME** (served 2 yrs – Term Over)
- Wants to run again.

- **Secretary & Governing Documents –**

- **NAME** - (served 4 yrs - Term over – Cannot run again)
- Need a replacement.

- **Treasurer - Financial Status & Report–**

- **NAME** (served 1 yr - 1 yr remaining)
- Will be staying on Board.

- **Golf Course –**

- **NAME** (served 2 yrs – Term Over)
- Does not want to run again.
- Need a replacement.

- **(COMMON GROUNDS/MAINT. AREA 1) SEPO BUILDINGS -**

- **NAME** (served 1 yr - 1 yr remaining)
- Will be staying on Board.

- **(Common Grounds/Maint. Area 2) –**

**Drainage and Irrigation Ditches, Streets and Grounds, Texas Ave**

- **NAME** - (served 4 yrs - Term over – Cannot run again)
- Need a replacement.

- **(Common Grounds/Maint. Area 3) -**

**Storage Lot & Woodshop, Shuffleboard Court, Tennis/Pickleball Court –**

- **NAME** (served 1 yr - 1 yr remaining)
- Will be staying on Board

**PLEASE NOTE:** All new Boards, at their initial meeting after the election, determine which Board positions each of the seven members will be filling. The previous year's Board members don't necessarily retain their positions.

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## **3. Attachment 2b (Informational) –**

### **SEPO BOARD OF DIRECTORS: Areas Of Responsibility**

#### **1. PRESIDENT -**

Shall supervise and control the business and affairs of the Corporation and shall preside at all meetings of the members and of the Board of Directors.

#### **2. SECRETARY -**

Shall keep the minutes of the meetings of the Board of Directors, give all notices as required, keep a register of the post office address of each member and in general perform all duties incident to the office of Secretary. The Secretary also oversees the **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

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## 4. **Attachment 3a (Aid) –**

### **DETERMINE BOARD CANDIDATES TO INTERVIEW**

The Nominating Committee may need multiple meetings to decide on names of possible Board Candidates. 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 Residents & Directors meeting.

#### ❖ **Prior to doing Interviews determine the following:**

- Potential Candidates Name.
- Are they a 'full-time' or part-time resident?  
(Although this is helpful to know, if a resident lives part-time at Sunshine, full-time residents on the Board often step up and assist those Board members with their responsibilities.)
- Any background or other information that is currently available/known by the Committee about a potential Candidate.

#### ❖ **Potential Questions to ask during the interviews:**

- **Attachment 3b (Aid)**
  - on Next Page
  - and the template for printing is here:  
(<https://drive.google.com/file/d/1RyaFfUmigOgCJmBw8OXS061DT7qcbv22/view?usp=sharing>)

#### ❖ **After Interviews document the following:**

- Remarks from the person who was interviewed and/or the person(s) doing the interview.
- If the person interviewed would make a good Board nominee and why or why not.

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### 5. *Attachment 3b (Aid)* –

#### POTENTIAL QUESTIONS TO ASK DURING THE INTERVIEWS

## SEPO Nominating Committee Possible Questions to Potential Board Candidates (to be used as a 'Guide' during Interview)

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



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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 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?

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6. **Attachment 4 (Required) –**  
**SEPO Board “Declaration & Intention” Document**

I hereby declare that I am a recorded title owner of the property located in Sunshine Country Club Estates (SCCE) at \_\_\_\_\_

I also agree that if elected to the Board of Directors, I will sign the required Oath of Office as required in the SEPO Bylaws, Article IV, Sec. 402a.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

7. **Attachment 5 (Aid) –**  
**POSTING OF SEPO BOARD CANDIDATES**

**From:** SEPO Community < [sepoenews@gmail.com](mailto: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 SEPO Board of Directors election. These SEPO Residents have met the requirements and are in good standing in the Sunshine Estates Community. All 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. We have attached the BIOs we received from each Candidate.

During the January YEAR SEPO Residents & Directors meeting the Nominating Committee will move that the SEPO Board place the names of these nominees on the YEAR ballot.

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

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8. **Attachment 6 (Required) –**  
**CANDIDATE BIO SHEET**

Each Candidate must submit his/her BIO to the Nominating Committee prior to the Committee posting the list of SEPO Board Candidates (ten days prior to the January SEPO Residents & Directors meeting). Each Candidate should submit a BIO of one page or less. The BIO should contain the following at the top of the document.

**SEPO Board Member Candidate Bio for year: \_\_\_\_\_**

**Candidate Name: \_\_\_\_\_**

**Candidate Bio:**