

AUTUMN LAKES CONDOMINIUMS BOARD OF MANAGERS

2024 CANDIDATE INFORMATION FORM

- Candidate forms must be received by CPM no later than April 12, 2024 at 5:00 p.m.
- A Meet the Candidate Forum is planned for Sunday, April 21, 2024, at 1:00 p.m.
- The election will take place at the Annual Meeting, Wednesday, May 15, 2024, at 7:00 p.m.

I hereby advise Autumn Lakes condo owners of my intent to be included on the ballot as a candidate for a position on the Board of Manager for Autumn Lakes Condominiums.

Following is background information for inclusion with the candidacy information:

Name: _____ Address: _____

Length of Ownership at Autumn Lakes: _____ years

Work or volunteer experience you would bring to the board:

Other Experience: _____

My intended goals and objectives if elected as Manager:

Signature

Date

Autumn Lakes Condominium Board of Managers Expectations

1. Actively participate in decisions that need to be made for ALC as an AL Condominium Board Manager.
 - a. Review the ALC Governing Documents.
 - b. Review ALC Rules and Regulations (Review, revise or add as needed)
 - c. If asked by the board, contact a homeowner when the board deems it necessary to discuss maintenance or Rules and regulations (friendly warning, or clarification of a rule).
 - d. Review or assist in creating ALC scopes of work (based on trustee's area of expertise) and/or review bids prior to board acceptance.
 - e. Review and vote on unusual ALC requests as needed.
 - f. Physically review individual units, when requested by the owner or the property manager, to better understand situations, and to determine the appropriateness or the timeline for association responsibility work.
 - g. Participate in an annual walk around review of the condo units to help identify or learn about existing or potential problems to prepare for budgeting.
 - h. Attend ALC Executive Sessions (usually at least once a month) as needed to review bids, vote on timely items, review other problems that come up between HOA meetings.
 - i. Participate in email, team text or group phone calls for ALC discussions when quick responses are needed.
 - g. Assist in creating an annual ALC budget - depending on the trustee's area of expertise this may be providing research on past decisions, reviewing new materials (i.e. annual bids, potential costs), participating in discussions, or helping to devise the budget which will determine Condo owner percentage assessments for the upcoming year. Managers/Directors participate in annual walk-around (usually with the management company) to review the grounds, amenities, and condo units to help identify or learn about existing or potential problems and to prepare for budgeting.
 - h. Recognize that all managers/directors have a fiduciary responsibility and are covered by insurance paid for by the association.

2. As an ALC Manager serving on the Autumn Lakes Association Board of Directors
 - a. Review the ALA Governing Documents.
 - b. Review ALA Rules and Regulations (Review, revise or add as needed)
 - c. Review or assist in creating ALA scopes of work (based on trustee's area of expertise) and/or review ALA bids prior to Board of Directors' acceptance.
 - d. Serve on at least one of the AL or ALA committees.
 - e. Attend ALA related meetings and events.
 - f. Attend Bi-monthly HOA meeting (usually 3rd Wednesday of the odd months)
 - g. Attend Pre-ALA Board meetings (usually the Monday prior to the HOA meeting)-Review management reports, determine the ALA agenda.
 - h. Attend ALA Executive Sessions as needed to review bids, vote on timely items, review other problems that come up between HOA meetings.
 - i. Participate in email, team text or group phone calls for ALA discussions when quick responses are needed.
 - j. Participate in an annual walk around review of the ALA common ground and amenities to help identify or learn about existing or potential problems to prepare for budgeting.
 - k. Assist in creating an annual budget for ALA - depending on the Director's area of expertise, this may be providing research on past decisions, reviewing new materials (i.e. annual bids, potential costs), participating in discussions, or helping to devise the budget which will determine equal ALA assessments for all owners.
 - l. Attend Association Townhalls, Social Events, etc. as a Board representative.
 - m. Attend county/municipal meetings that affect Autumn Lakes if possible.

3. Keep Board Business and Privileged Information confidential:
 - a. Managers/Directors are privy to ALC/ALA owner accounts, owner delinquencies, and liens.
 - b. Managers/Directors determine when an ALC/ALA warning or violation should be sent to an owner, as well as the fine.
 - c. Discussions and decisions about potential budget items, other association business or owner concerns are privileged.
 - d. Information is presented to owners by the board(s) as a whole and at an agreed upon time and manner.

4. Knowledgeably answer owner questions about ALC or ALA, sharing potential problems or concerns with the other ALC Managers or ALA Directors.