



Board of Directors WILLINGNESS TO SERVE FORM

Nominations are now open for **two (2) positions**

What are the responsibilities of the Board of Directors?

Responsibilities of the Board of Directors as defined by your Village's Bylaws can be reviewed by using the QR code. Please reference Article II and Article VIII.



The Board is responsible for providing direction for the maintenance, administration, financial well-being, and general betterment of the Association. Serving as a Board member is a valuable and rewarding experience, and the best opportunity to serve your Village of Biscayne Bay HOA community.

Who is the Village of Biscayne Bay's Management Company?

FirstService Residential is the management company for Shadow Creek Ranch and the Village Associations. The role of the management company is to conduct day-to-day business operations in compliance with federal, state, and local codes as well as your Village's governing documents. The management company also works closely with your Board of Directors by facilitating follow-through on their duties and implementing decisions.

Where and when are the Village of Biscayne Bay Board of Directors meetings held?

The Village of Biscayne Bay Board of Directors meetings are currently held via online video conference service (Zoom) once per month, January through September, with an annual member meeting in October. Board Workshops are scheduled in lieu of open Board meetings as deemed necessary. Candidates must be willing and able to participate consistently.

Who serves on the Board of Directors?

Directors are elected by Village of Biscayne Bay homeowners (members). To serve, you must be a member listed on the deed for your property.

How long are Board of Director member terms?

Elected board member terms serve three-year terms. Terms are staggered to ensure continuity year-over-year.



Village of Biscayne Bay HOA

How do I submit a Willingness to Serve Form?

Complete the Willingness to Serve Form attached and return it, along with a brief biographical profile and color photograph, via email to: vote@shadowcreekbranchhoa.com or drop off/mail to the HOA Office:

12234 SHADOW CREEK PKWY., STE 3112, PEARLAND, TX 77584

Fully completed forms must be returned by 5:00 p.m. on Monday, August 28, 2023, after which time Willingness to Serve Forms will not be accepted. Forms that are postmarked prior to that date and time, but not received until after the deadline, will not be considered.

How do I vote?

Members will receive the invitation to vote by email from <https://villageofBiscaynebay.ivotehoa.com/register> on September 8, 2023. Paper ballots will be mailed to all homeowner billing addresses by Friday, September 1, with instructions on returning your completed ballot to the HOA management office.

How are the winners determined?

The candidates who receive the most votes are elected.

Who tabulates the votes?

In addition to handling the voting process, VoteHOA Now, will tabulate the results.

When will the election results be announced?

The results of the election will be announced on Monday, October 9, 2023.



SHADOW
CREEK
RANCH

Village of Biscayne Bay HOA

**A fillable PDF is available online at www.shadowcreekranchhoa.com, select
"2023 Village of Biscayne Bay Board Election"*

Name _____

Address _____

How long have you lived in the Village of Biscayne Bay? _____ Years

What is your profession? _____

List volunteer activities and positions, if any, you are currently involved in, or on what other Boards or service entities you have served within the last five years? (Please limit to 100 words)

Provide a brief biography of yourself; include why you are interested in serving as a member of the Board of Directors and how you are uniquely qualified to do so. You may include personal data, education, etc. (Limit to 150 words).

I hereby submit my name for consideration for election to the VILLAGE OF BISCAYNE BAY HOA Board of Directors.

Signature _____ Date _____

****Please include a color photo of yourself to be posted on the Resident Intranet.
APPLICATION DEADLINE: NO LATER THAN 5:00 PM ON MONDAY, AUGUST 28, 2023.***