



Board of Directors  
**WILLINGNESS TO SERVE FORM**

Nominations are now open for **One (1) position**

**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 Articles V through VIII.



The Board is responsible for providing directions for repair and maintenance, administration, financial well-being, deed restriction compliance, and general betterment of the Association. Serving as a member of the Board of Directors 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 HOA's Management Company?**

FirstService Residential is the management company for Shadow Creek Ranch Maintenance Association 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 the governing documents (Covenants, Conditions, & Restrictions). The management company also works closely with your Board of Directors by facilitating follow-through on their duties and decisions.

**Where and when are the Board of Directors meetings held?**

Meetings are currently held online on Zoom in the early evening every other month, January through September, with an annual member meeting in October. Board Workshops may be scheduled in lieu of open Board meetings as deemed necessary. Candidates must be willing and able to participate consistently.

**Who can serve on the Board of Directors?**

Only Members can serve on the Board of Directors. You must be listed on the deed to your property to be considered a Member of your Association.



# Village of Biscayne Bay HOA

## **How long is the term for a Director?**

Board members serve a three-year term. Terms are staggered for each Director to ensure continuity year-over-year.

## **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 or brief video recording of your biography (optional) to:

- [vote@shadowcreekranchhoa.com](mailto:vote@shadowcreekranchhoa.com), or
- hand deliver or mail to the community management office at  
VILLAGE OF BISCAYNE BAY HOA  
12234 SHADOW CREEK PKWY  
STE 3112  
PEARLAND, TX 77584

The fully completed form must be returned by 5:00 p.m. on Friday, August 22, 2025. After that time and date forms will not be accepted, regardless of the postmark date.

## **How do I vote?**

Members will receive the invitation to vote by email from a 3<sup>rd</sup> party vendor, VoteHOA Now, (<https://villageofBiscaynebay.ivotehoa.com/register>) on September 5, 2025. Be sure to check your Spam or Junk folders if you have an email address noted for your owner account and do not receive an e-ballot.

Paper ballots will be mailed to *all* homeowner *billing* addresses on Friday, August 29, 2025, with instructions on returning completed ballots to the Community Management office. *Please do not submit a paper ballot if you vote online.*

## **How are the winners determined?**

The candidate who receives the most votes is 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 13, 2025.



SHADOW  
CREEK  
RANCH

# Village of Biscayne Bay HOA

***\*A fillable PDF is available online at [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com), select "2025 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 FRIDAY, AUGUST 22, 2025.***