**BOARD MEMBER APPLICATION**

Thank you for your interest in serving our community. The role and function of the Board of Directors is to manage the business of the Association defined as:  financial management, property maintenance, and document enforcement. Please review **The Village at Thornapple  Homeowners’ Association Community Handbook, 7.0 Edition, Code of Regulations, Pages 3-11**.

Board Members serve in one year terms unless serving as an Officer (President, Treasurer, Secretary) which serve two year terms. Applications for a recently vacated seat will fill Board positions until the subsequent Annual Meeting.   
  
In addition to completing this application Board Members are subject to two additional documents:

* Board Director’s Code of Conduct and Confidentiality Agreement
* Board Director Responsibilities Code of Regulations

Both documents are included with this packet for review. Upon acceptance of a Board Position these documents will need to be signed and returned to the Board prior to attendance at first meeting.

|  |  |
| --- | --- |
| Contact Information | |
| Name |  |
| Address |  |
| Phone Number |  |
| Email Address |  |

**Please describe briefly your financial, legal, and/or management expertise and how those skills may be applied as a Board Director.**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Why are you interested in being a Board member?**

|  |
| --- |
|  |
|  |
|  |
|  |

**Are you able to commit to monthly meeting (1x) and Director On Call (rotational basis) duties?**

|  |
| --- |
|  |
|  |

**Are you a member in good standing with the HOA?**

|  |
| --- |
|  |
|  |

**Have you had to resolve an issue with the Board? If so, how was the solution reached?**

|  |
| --- |
|  |
|  |

**Are you prepared to make decisions that you/your immediate neighbors may not agree with as “one voice” with the Board?**

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| Signature: | Date: |

The completed and signed Board Member Application should be returned via email to [Board@thornappleassociation.org](mailto:Board@thornappleassociation.org) or mailed to:

**VB Business Services   
The Village at Thornapple Board Application   
5990 East Livingston Avenue   
Columbus, OH 43232**

|  |  |  |
| --- | --- | --- |
| VAT Board Director  Code of Regulations | | |
| * Financial Management | * **Community Property Maintenance** | * **Governing Document Enforcement** |

1. Each Board Director shall agree to abide by the terms of the **Board Director’s Code of Conduct and Confidentiality Agreement**.
2. Each Board Director shall be knowledgeable in all governing documents: ***Ohio Revised Code 5312, VAT Quitclaim Deed and Code of Regulations, and The Village at Thornapple Homeowner’s Association Community Handbook, 7th Edition***. All homeowner’s association matters shall be conducted within the provisions of these documents as well as any Federal, State, and local provisions.
3. Each Board Director will be issued a **VAT Board Director Notebook**, which must be returned immediately to the Board at the end of term or upon resignation. Failure to return the notebook may result in a charge of $25 to their homeowner account.
4. Each Board Director shall attend a Board Director Orientation meeting.
5. Each Board Director shall attend monthly Board of Directors meetings, scheduled hearings, and any additional meetings. Excused absences shall be limited to (3) three occurrences. Unexcused absence is unacceptable.
6. Each Board Director shall be prepared in all matters of discussion for BOD meetings and homeowner hearings.
7. Each Board Director shall participate in monthly financial report review.
8. Each Board Director shall function as the **Director on Call** on a monthly rotational basis (**VAT BOD Notebook**).
9. Each Board Director shall actively participate in online or in person discussions of all HOA business matters.
10. Each Board Director shall be responsible for monitoring and participating in the **Management Schedule** (**VAT BOD Notebook**).

I hereby acknowledge that I have read the Declaration, Bylaws and Rules of the Association and I will uphold those documents and policies to the best of my abilities in discharging my fiduciary responsibility to the Association. I accept that the failure to meet the terms of this agreement may result in a request for resignation or omission from Board business matters.

|  |  |
| --- | --- |
| Signature: | Date: |
| Member Name – Printed: |  |

|  |
| --- |
| Board Director’s Code of Conduct & Confidentiality Agreement |

**A board Director shall:**

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law, the governing documents, and the Board of the association.
4. Perform duties without bias for or against any individual or group of owners or non-owner residents.
5. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
6. Always speak with one voice, supporting all duly-adopted board decisions.

**A board Director shall not**:

1. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board advisor.
2. Reveal confidential information about any homeowner while serving as the advisor or after their advisory delegation has expired.
3. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
4. Make unauthorized promises to a contractor or bidder.
5. Advocate or support any action or activity that violates a law or regulatory requirement.
6. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
7. Spend unauthorized association funds for their own personal use or benefit.
8. Accept any gifts-directly or indirectly-from owners, residents, contractors or suppliers.
9. Misrepresent known facts on any issue involving association business.
10. Make personal attacks on colleagues, staff or residents.
11. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
12. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

|  |  |
| --- | --- |
| Signature: | Date: |
| Member Name – Printed: |  |