



Village of Biscayne Bay HOA  
Board of Directors Willingness  
to Serve Form

**Nominations are now open for the Village of Biscayne  
Bay HOA Board of Directors**

**Requirement: Applicant must be an owner of record of a property within the  
Village of Biscayne Bay Homeowners Association, Inc.**

**What are the responsibilities of the Board of Directors?**

The responsibilities of the Board of Directors are defined in the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, and By-Laws of the Association. In addition to the Association's own documents, the Texas Property Code and the Texas Business Organizations Code further define the responsibilities of the board. The members of the Board of Directors and each officer of the Association have a fiduciary relationship with the members of the Association. This fiduciary relationship imposes obligations of trust and confidence in favor of the corporation and its members. It requires the members of the board to act in good faith and in the best interests of the members of the Association, exercise due care and diligence, and it requires them to act within the scope of their authority. The board is responsible for the maintenance, administration and financial well-being of the Association. Serving as a board member is a valuable and rewarding experience that should be undertaken by those who seek an opportunity to serve their fellow neighbors while protecting and enhancing the assets of the 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 Management Company is to implement the decisions and policies established by the Board of Directors. This would include the day-to-day responsibility for the administration of the programs, services and activities of the Association as established in the governing documents.

**When are the Village of Biscayne Bay Board meetings held?**

The Village of Biscayne Bay Board meetings are held at the Emerald Bay Clubhouse, 11814 N Clear Lake Loop, Pearland, TX. Workshops are scheduled in lieu of open Board meeting as deemed necessary. Director serving on the Board are required to attend the scheduled Board meetings and cannot miss more than three (3) consecutive meetings.

**Who serves on the Board?**

The Village of Biscayne Bay HOA Board currently has five (5) positions. The positions are elected by Village of Biscayne Bay Homeowners.

**How long are the Board member terms?**

The newly elected Board members will serve 3-year terms.



## Village of Biscayne Bay HOA Board of Directors Willingness to Serve Form

### **How do I submit a Willingness to Serve Form?**

Members interested in serving on the Board must complete the Willingness to Serve Form located below and return it along with a brief biographical profile and color photograph via email to: [vote@shadowcreekranchhoa.com](mailto:vote@shadowcreekranchhoa.com) or by mail delivery to the Association Office: 11234 Shadow Creek Pkwy. Suite 3112 Pearland TX 77584 by 5 p.m., on Thursday, November 12, 2020. Nomination forms will not be accepted after 5 p.m.

### **How do I vote?**

Members will receive the invitation to vote email from <https://villageofbiscaynebay.ivotehoa.com/register> on November 16, 2020. If you do not receive the email, or you require a paper ballot, please contact the HOA office at [help@shadowcreekranchhoa.com](mailto:help@shadowcreekranchhoa.com) or 713.436.4563

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

The candidates who receives the most votes is elected.

### **Who tabulates the votes?**

In addition to handling the voting process, a third-party company will tabulate the results to maintain the integrity of the voting. No one from the Village of Biscayne Bay HOA Board or Management will be involved in verifying and tabulating the votes.

### **When will the annual meeting be held**

The Village of Biscayne Bay Members Annual Meeting on Tuesday, December 1, 2020 7 p.m., via video conferencing. Join the meeting using the following URL Location: <https://zoom.us/j/98611728427> and Meeting ID: 986 1172 8427

### **When will election results be announced?**

The results of the election will be announced on Monday, December 7, 2020.

**\*A fillable PDF is available online at [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com), select "2020 Village of Biscayne Bay Board Election".**



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to Serve Form

Name \_\_\_\_\_

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)

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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).

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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 p.m. ON THURSDAY, NOVEMBER 12,  
2020.**