

**Return to:**  
Stratford Management  
Canoa Northwest Homeowners' Association  
P.O. Box 37020, Tucson, Arizona 85704  
Telephone: (520) 822-8094 FAX (520) 822-8025  
Email: helenb@stratfordmanagement.org

**CANOA NORTHWEST  
HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS CANDIDATE APPLICATION**

**Deadline to Return: January 6, 2023**

1	Name:	Local Phone Number:
2	CNW Address:	Lot Number:
3	Mailing Address (if other than above):	Out of Town Phone Number (area code/number):

4	Are you a full time resident?    Yes                  No	If no, number of months per year residing in CNW:
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5	Describe your interest or special skills that you feel would be of value to the HOA. (Attach pages if necessary)
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6	Past Work Experience:

7	Education & Training:

8	Do you have previous Board of Director Experience?                  Yes                  No
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If so, where? (Attach pages if necessary)	Title or position held?
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9	Explain why you are willing to serve on our HOA Board. (Attach pages if necessary)
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Signature:	Date:
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### **ELECTION PROCEDURES**

The Election Committee of Canoa Northwest Homeowners Association prepared the following to provide the homeowner with guidelines for conducting its annual election, and calling for new candidates, to elect one member in compliance with our CC&R's and Arizona law concerning Non-Profit Organizations.

The HOA will elect **Two members** to the Board of Directors whose terms are expiring.

The winners will be announced at the annual membership meeting, planned for Friday, 24, 2023 at 1:30 PM. It is anticipated that the 2023 Annual Meeting will be held in person.

On page two is an application for nomination for HOA members interested in serving as a Director for the HOA. It must be completed and returned to the address shown, either by US mail, fax, email, or in person by 4:00 PM **January 6, 2023**. A candidate must be a member of the Association, i.e., the homeowner whose name is on the recorded deed and in good standing.

One ballot will be provided to the property owner(s) in person or by mail no later than January 27, 2023. If a property has multiple owners, the owners must jointly decide how the vote shall be cast.

Members shall vote for Directors by a secret ballot, which must be returned to Stratford Management, Canoa Northwest Homeowners' Association, P.O. Box 37020, Tucson, Arizona 85704 no later than Friday, February 16, 2023.

The Election Committee shall count the ballots, then announce the results at the Annual Meeting February 24, 2023. The sitting Board shall control that meeting and conduct the remaining business, if any, per the published agenda, and shall also announce the time, date and place of the first Board meeting.

The term of the newly elected Directors shall be for three years. Any Director whose term has expired and was not reelected, will not continue as a Director, effective at the conclusion of the annual meeting.

The Directors shall elect a President, Vice President, Secretary, Treasurer, and Member at Large from the Directors at the organizational meeting of the Board following the Annual Meeting. Each office shall be for one year only. All homeowners are welcome to attend this meeting also.

### **HOA OFFICER JOB DESCRIPTIONS**

Directors elected to the following positions shall be expected to carry out their minimum responsibilities, which the Board of Directors may modify as necessary.

President:

The president shall preside at all meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; shall, upon resolution of the Board, sign all leases, mortgages, deeds and other written instruments and agreements; shall co-sign promissory notes over \$500.00; and shall be an ex-officio member of all committees except the Nominating Committee.

Vice President:

The vice-president shall act in the place of the president in his/her absence, inability or refusal to act, and shall discharge such other duties as may be required of him/her by the Board. If neither the President nor Vice-President is able to act, the Board of Directors shall appoint some other member of the Board to do so on an interim basis.

Secretary:

The secretary shall record votes for elections and keep minutes of all meetings and proceedings; provide notice of board meetings; be the focal point for all Association active and inactive documentation; and shall perform such other duties as required by the Board.

Treasurer:

The treasurer (or other agent appointed by the Board, i.e. Property Management Company) shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors. The treasurer shall co-sign all promissory notes of the Association in excess of \$500.00, keep proper books of accounts, and support a review of the Association books by an independent accountant as required by the Bylaws, as well as prepare a proposed annual budget and statement of income and expenditures to be presented by individual copies to the Membership at its annual meeting.

Member at Large:

The Member at Large shall perform such duties as the Board may determine.

### **BOARD OF DIRECTORS CANDIDATE RESUME FORM INSTRUCTIONS**

No specific qualifications or previous HOA experience are required, but qualifications like advanced degrees, computer skills, or HOA formal training that apply to HOA tasks should be listed.

A commitment is essential to the success of the Association, thus requiring, according to By Laws 9.2 D, regular attendance at eleven monthly board meetings and special board work sessions.

**Once fully completed, return the form found on page two to Stratford Management by US mail, email, fax, or in person at the name and address shown on the top of the application by 5:00 PM January 6, 2023.**