



December 1, 2023

Dear Hot Springs Village Property Owners' Association Member,

Thank you for your interest in being a candidate for a position on the Hot Springs Village Property Owners' Association Board of Directors.

Included in this packet are the Board of Directors Election Calendar; Candidacy Application; Petition for Candidacy; and a return envelope.

Please review our governing documents listed below that can be found on the website at:

<https://www.explorethevillage.com/governance/governing-documents>

- Articles of Incorporation
- Declaration
- Bylaws
- Policies
- Protective Covenants
- Standing Committee Charters

Once your submitted application is found to be complete and the petitioners (for candidacy) are verified as members in good standing, the Board of Directors will be notified, and your name will appear on the ballot for the scheduled election.

Information on all candidates, including their photographs and unedited resumes will be available to view by all POA members on [www.explorethevillage.com](http://www.explorethevillage.com)

Your completed Application, Petition for Candidacy, recent color photo, no smaller than 3"x5" and a 500-word resume must be received at the POA General Manager's office **by 4:00 p.m. on Friday, January 5, 2024**. The photo may be included with your application or emailed to [mmaxwell@hsvpoa.org](mailto:mmaxwell@hsvpoa.org).

If there is anything that I can do to assist you, please call me at (501) 922-5541.

Sincerely,

Kelly Hale  
HSV POA General Manager

**2024 CALENDAR  
FOR BOARD OF DIRECTORS ELECTION**

<b>Timetable</b>	<b>Action</b>	<b>Responsibility</b>
Nov. 15, 2023 Reg. Bd. Mtg.	Approval of Board Application and Election Calendar	Board of Directors
Friday, Dec. 1, 2023  (Weekly)	Applications available in General Manager's Office and on explorethevillage.com  Press releases describing the application procedure to be provided to local media announcing expiration of two (2) POA Directors terms and one (1) vacancy for a total of three (3) vacancies, and that candidates are being sought. Per Bylaws Art. VII, Section 3 Term of Office, one elected board member will serve a 1- year term, and two will serve 3-year terms.	General Manager  POA Communications
Friday, Jan. 5, 2024	Deadline for submitting completed applications to General Manager's office by 4:00 p.m.	Candidate/ General Manager
Friday, Jan. 12, 2024	Deadline for BOD applicant(s) to file additional information or material, if requested to do so, by 4:00 p.m. Certification to follow.	Candidate/ General Manager
Friday, Jan. 12, 2024	Solicit members of Election Day Committee. <i>(NA if Hybrid Vote)</i>	Corporate Secretary/ POA Communications
Wednesday, Jan. 17, 2024	Board and public to be notified of certified candidates.	General Manager
Friday, Feb. 2, 2024	Submit article to the local media on the BOD candidates, based on the applications and unedited resumes submitted.	General Manager/POA Communications
Friday, Feb. 2, 2024	Determine members in good standing.  Coordinate with third-party service to prepare hybrid election services (if approved) or printed ballots for mailing along with letter, resumes and return envelopes to all Association members determined to be in good standing as of Feb. 2, 2024.	Member Services  General Manager
Wed., Feb. 21, 2024	Draw for and appoint members of Election Day Committee and Chair. <i>(NA if Hybrid Vote)</i>	Board of Directors



**2024 APPLICATION FOR CANDIDACY FOR BOARD OF DIRECTORS  
HOT SPRINGS VILLAGE PROPERTY OWNERS' ASSOCIATION  
(Please print or type all information)**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell \_\_\_\_\_

Lot/Block/Subdivision \_\_\_\_\_ *(If multiple lots, please list all on enclosed form)*

Email Address: \_\_\_\_\_

Please include my name on ballot as I am a member in good standing (on all properties that I own or control in any legal entity) of Hot Springs Village Property Owners' Association. I am not an employee of the Association. I hereby apply to serve the Association on the Board of Directors. If elected, I agree to follow and be bound by the Bylaws, Declaration and Protective Covenants, and Governance policies of Hot Springs Village Property Owners' Association and will remain a member in good standing (on all properties that I own or control in any legal entity) throughout my term of office.

I understand the amount of time required for Board activities, may include approximately 40 to 60 hours per month. I agree to provide the required information and abide by the election procedures. My failure to do so may disqualify me as a candidate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION INSTRUCTIONS:**

Please complete all sections of this application, including the specified attachments and return in a sealed envelope to the General Manager's office, by **4:00 p.m. on Friday, January 5, 2024.**

Information from this application will be provided to the local press; and to the members of the Association at the time the ballot is mailed to them. It is important to the election process that accurate background information be provided to the members of the Association, so that they may make an informed choice as they cast their ballot. You should understand that the majority of members are nonresidents, and this will be the only information they receive about you. Your resume **must not** exceed the 500-word count specified on this application, so that all applicants are treated uniformly in the presentation of their background data. The 500-word count limit will be determined by Microsoft Office Word. Applicants exceeding the 500-word count will be asked to resubmit their resume to comply with the 500-word limitation, by the specified deadline. Your resume **must be in a narrative format, using 12 pt Times New Roman Font; do not use bullet points, numbering, bold font, italic font, multiple fonts or multiple font sizes. Attach to this application:**

1. Typed 500-word resume best representing you and your views as a candidate for the Board of Directors. Your resume must include:
  - A. (1) Education background; (2) Employment history; (3) Date you became a Hot Springs Village property owner; (4) Current Property Owner's Association / community involvement.
  - B. Why you wish to serve on the Board of Directors.
  - C. Email a copy of the resume in Microsoft Office Word file format, along with your photo (see #2 below) in digital format, to [mmaxwell@hsvpoa.org](mailto:mmaxwell@hsvpoa.org) by **4:00 p.m. January 5, 2024.**
2. Recent color photograph of yourself size 3"x 5" or 4"x 6" (will not be returned).
3. Petition (copies included in the Board Candidate package) requesting that your name appear on the Election Ballot, containing the original signatures of no less than (10) different Hot Springs Village property owners who are members in good standing. If there are multiple owners of a lot, only one owner may sign the Petition.

Your information will be published in the Village Digest and in a special edition E-blast. It will also be made available to the local press and will accompany the ballots mailed to all members in good standing.



**2024**  
**PETITION FOR CANDIDACY**  
**TO THE**  
**HOT SPRINGS VILLAGE**  
**PROPERTY OWNERS' ASSOCIATION**  
**BOARD OF DIRECTORS**

We, the undersigned, members in good standing of the Hot Springs Village Property Owners' Association, hereby petition the candidacy of \_\_\_\_\_ and set forth our signatures, addresses, and Lot, Block and Subdivision.

**ONLY ONE SIGNATURE PER LOT OR LIVING UNIT**  
**10 SIGNATURES ARE REQUIRED TO PETITION FOR CANDIDACY**  
**(INDICATES CANDIDACY REQUIREMENT, BUT NOT AN ENDORSEMENT)**

<p><b>1. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>	<p><b>6. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>
<p><b>2. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>	<p><b>7. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>
<p><b>3. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>	<p><b>8. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>
<p><b>4. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>	<p><b>9. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>
<p><b>5. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>	<p><b>10. <u>Signature/Date</u></b></p> <p>_____ Print Name</p> <p>_____ Address</p> <p>_____ Lot, Block, Sub</p>

<p><b>11. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>12. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>13. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>14. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>15. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>16. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>

<p><b>17. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>18. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>19. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>20. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>21. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>
<p><b>22. Signature/Date</b></p> <hr/> <p>Print Name</p> <hr/> <p>Address</p> <hr/> <p>Lot, Block, Sub</p>