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16880 W. Bernardo Drive, Suite 200 San Diego, CA 92127  
Tel (858) 946-0320 Fax (858) 946-0326 Email [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com) Web [www.4sconnect.com](http://www.4sconnect.com)

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### **Important Message**

September 10, 2021

Dear 4S Ranch Master HOA Member:

In preparation for the upcoming Annual Meeting of Members, enclosed please find the Nominating Criteria and Board Member Application. **The Annual Meeting will be held on Tuesday, November 16, 2021 at 7:00 PM via Zoom.** There will be three seats open for election; volunteers are requested to fill these seats.

Serving on the Board is a great way to give back to your community. Meetings are typically held on the 3<sup>rd</sup> Tuesday of every month and last approximately 2-3 hours. Each owner in the community has a large monetary investment in their property and it is important that members volunteer to help assist in maintaining these property values. If you are interested in volunteering, please complete the enclosed form and return it to The Prescott Companies no later than **October 10, 2021.**

If you have any questions or would like more information regarding serving on the Board, please feel free to contact me at the telephone number or email address listed above.

Sincerely,  
**On Behalf of the Board of Directors**

Leanne Beck, CMCA, AMS  
General Manager  
**The Prescott Companies**



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### **NOMINATING CRITERIA**

It is the fiduciary duty of the Master Board of Directors to protect, maintain and enhance the Association's property. It is the desire of the nominating committee to recommend those candidates who demonstrate leadership qualities, a general knowledge of the Association's operations and a commitment to the betterment of the Association. The following outlines the criteria established by the Committee to qualify individuals desiring to be nominated as a candidate to the Master Board. Nomination is not required to run or be elected to the Board.

1. Service to the Association in an appointed or elected capacity (e.g., elected as a Delegate or Alternate Delegate, appointed to the enforcement review, landscape, or social committees) for at least two years of which the current year should represent one of the two years is desirable;
2. Attendance of at least 6 Board of Directors Meetings within the past two years is desirable;
3. Previous Board or Committee experience from this or another HOA is a plus;
4. Knowledge and/or past experience managing a multi-million-dollar corporation is a plus;
5. If elected to the Board, you must be able to attend monthly board meetings which are held during normal business hours.

Nomination by the Committee does not constitute election to the Board. Members may also place their name for consideration from the floor at the election meeting. Anyone interested in nomination by the Committee must complete the attached application and return it to Management no later than **October 10, 2021**. The Committee will conduct interviews with applicants via Zoom, **date and time to be provided**. Final nominations of the Committee will be determined no later than **October 15, 2021** and distributed to the Delegates via the official meeting notice. **A list of all candidates and their qualifications will be presented with the official election ballot sent to each Delegate thirty (30) days in advance of the election date. Candidates nominated by the Committee will be listed first in alphabetical order and separate from the names of candidates not endorsed by the Committee.**

# 4S RANCH MASTER ASSOCIATION

## DECLARATION OF CANDIDACY

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

Off-Site Address (if applicable): \_\_\_\_\_

Declaring Candidacy For: 4S Ranch Master Board of Directors

1. Background: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Previous Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Reasons for Wanting to Serve as a Director: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you Available to Attend Monthly Directors Meetings held during normal business hours? \_\_\_\_\_

Mail to:  
The Prescott Companies  
16880 W. Bernardo Drive, Suite 200, San Diego, Ca. 92127  
Fax to: 858-946-0326  
Email to: [4sranch@prescottmgt.com](mailto:4sranch@prescottmgt.com)

**All applications must be received no later than: October 10, 2021.  
If you submit an application, you will receive a Zoom invitation to interview with  
the Nominating Committee.**

## CANDIDATE COMMITMENT PLEDGE

I, \_\_\_\_\_, recognizing the vital responsibility I am undertaking in offering to serve as a member of the Board of Directors of the 4S Ranch Master Association. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations of my role as a Board member.

### MY ROLE:

I acknowledge that my primary role as a Board member is (1) to understand, support and ensure fidelity to the 4S Ranch Master Association mission and vision, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the Bylaws.

My role as a Board member will focus on the development of the broad policies (e.g., long term vision, overall financial philosophy, etc.) that governs the implementation of institutional plans and purposes.

### MY COMMITMENT:

I will exercise the duties and responsibilities of this office with integrity, fidelity and care.

I PLEDGE TO:

- Maintain a good working relationship with other Board members.
- Keep up to date on the organization's major programs and services.
- Follow trends and important developments in the HOA and substantive field of interest.
- Educate myself about the needs of the constituents I serve.
- Act knowledgeably and prudently when making recommendations.
- Recommend qualified individuals with relevant skills and experience as possible nominees for the Board when needed.
- Prepare for and participate at Board and committee meetings.
- Participate in the strategic planning process.
- Willingly volunteer and use my special skills to further the organization's mission and vision.
- Complete all assignments in a timely manner.
- Listen respectfully to other's points of view.
- Take advantage of opportunities to enhance the organization's public image by periodically speaking to leaders in the community about the work of the HOA.
- Respect the confidentiality of the Board's Executive sessions.
- Speak for the Board or HOA only when authorized to do so.
- Suggest agenda items for future Board and committee meetings.
- Aid and advise the president when my help is requested.
- Avoid burdening the staff with requests for special favors.
- Ensure that any communication with the Community Manager does not undermine the relationship between the Board and the Manager.
- Avoid, in fact and perception, conflicts of interest that might embarrass the Board or organization, and disclose to the Board, in a timely manner, any possible conflicts.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position on the Board, if elected.

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CANDIDATES SIGNATURE

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DATE