**Board Candidate Solicitation Notice for 2020 Annual Meeting of the Membership**

The 2020 Annual Meeting of the Members of Lakewood Forest Fund, Inc. “The HOA” will be held in February 2020 with the official meeting notice to be mailed approximately 60 days prior to the scheduled meeting date. At that meeting, three (3) board positions will be expiring; therefore, an election will be held to fill these seats.

In order to be effective, a homeowner's association needs a strong board of directors that understands its role and pursues it with passion and a concise mission in mind. If you are interested in serving the Lakewood Forest community as a volunteer board member and would like to be included on the electronic ballot & proxy, it is requested that the following information be submitted electronically to [**gm@lakewoodforestfund.com**](mailto:gm@lakewoodforestfund.com) no later than 5:00pm on Wednesday, December 4, 2019.

**Item 1:**Submit name and property address located in subdivision. ***Note:*** *To be eligible to run for a board position, you must be an owner of a home in Lakewood Forest; The Fund office confirms candidates by viewing Harris County Appraisal District records.*

**Item 2:**Submit a candidate statement consisting of one paragraph (no more than six sentences) to introduce yourself, share your involvement in the community thus far, and address one specific accomplishment you would like to see initiated by the board in 2020. ***Note:****Only the first six sentences of each candidate statement will be published.*

**Item 3:**Submit a current photo in jpeg format to be included on the electronic ballot and posted on the association website.

Any submissions received after the deadline date will not be included on the electronic ballot or proxy. If you decide at a later date that you want to run for a position on the Board, nominations will be taken from the floor at the meeting.

*“Model Code of Ethics for Community Association Board Members"* as presented by Community Association Institute

Board Members should:

* Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
* Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances, and resources.
* Act within the boundaries of their authority, as defined by law and the governing documents of the association.
* Provide opportunities for residents to comment on decisions facing the association.
* Perform their duties without bias for or against any individual or group of owners or non-owner residents.
* Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
* Conduct open, fair, and well-publicized elections.
* Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Questions may be directed to [**gm@lakewoodforestfund.com**](mailto:gm@lakewoodforestfund.com) or 281-370-8943.