

SOUTHWYCK COMMUNITY ASSOCIATION

FILLING A VACANT BOARD POSITION

www.SouthwyckTexas.com

Southwyck CAI is currently looking to appoint a homeowner to a vacated board position. Board responsibilities include:

- Collecting assessment fees for Sections I, IV and V and the Master (SCA). Each section uses the assessments to maintain the value of our community. Kathy Dooley, the owner of CMSI, handles the day-to-day responsibilities and assets the Board in executing the Southwyck CAI obligations.
- Southwyck CAI maintains the seven villages' entrances within Southwyck CAI – Emerald Pointe, Southglen, Huntington Park, Southfield Village, Edgewater Estates, Southmanor and Lakecrest Estates. It is responsible for repairs to the monuments, lighting, irrigation, planting and mowing.
- The Southwyck Lake Park and Southwyck Sunset Park are Southwyck CAI property and we are responsible for the park equipment, lake management, electrical matters, platings and mowing.
- Southwyck CAI maintains the perimeter fencing of our association along major roads.
- We do not handle ACC or ARC requests. The Section Boards manage their designated villages' internal business, including ACC/ARC requests, and they are responsible for the upkeep of their facilities, parks, and pools.

Southwyck monthly board meetings are usually held on the first Thursday of the month at 6:30 pm. Board meetings typically last an hour, but occasionally, a meeting may run over to two hours.

QUESTIONS YOU MAY HAVE:

Do you need to have previous board experience? No. We will help you to understand what our roles and responsibilities are. You will learn something new at every meeting. We will help you feel comfortable and settle into the role.

Do you need to have any special educational experience? No. Anyone can apply for a board position, regardless of education or skill set. The only requirements are a level head, the ability to articulate your opinions in a respectful manner, and a desire and willingness to work with the other Southwyck CAI board members for the good of our association and community. We have had homemakers, engineers, accountants, IT specialists, Oil & gas professionals, business owners, retirees on our Board, to name a few. All board members have an equal say in decision making.

What does it take to be a board member of Southwyck CAI?

You will need to regularly attend the monthly meetings and respond to emails regarding projects and legal issues for Southwyck CAI. Most of these matters are covered during the monthly board meetings.

Volunteering with the Board is NOT a full-time job and is NOT a paid position. No favoritism is given to you for service to the board.

You have a desire to make a difference by participating in the decision-making process of our association's business.

Enjoy working with others and meeting new people.

On a purely practical level, you will need to use and check your email daily for any communications for the board.

How much time will the position require? Besides the monthly board meetings, maybe 30-40 minutes a month of your time.

How about liability concerns? Typically, D&O (directors and officers) insurance can limit board members' personal liability. If you are personally named in a lawsuit due to your actions on our board, our D&O insurance, which the association pays for, will likely protect you.

This board position expires in January 2024. However, if you enjoyed participating on the board, our annual meeting is usually the first Thursday in January, at which point you can run for a 3-year term.

Please visit our website, www.SouthwyckTexas.com, and look at all the information we have to share. Please feel free to ask the Board any questions by emailing us at directors@SouthwyckTexas.com. The email goes to all the board members.

We thank you for considering becoming a board member of Southwyck CAI.