SROA
Board Member Application
Dear Sunriver Owner,

Thank you for your interest in running for the SROA Board of Directors. Volunteers are the backbone of Sunriver and are critical to keeping Sunriver the first-class community that it is.

Attached is some general information regarding service on the SROA Board as well as the SROA Board Applicant Information Form that needs to be completed in its entirety. Please note the deadline to return the completed form is **March 20, 2020**. You can drop it off to the SROA Administration office at 57455 Abbot Drive, mail it to SROA, PO Box 3278, Sunriver OR 97707 or scan and email it to Executive Assistant Becki Sylvester at beckis@srowners.org who will promptly forward it to the Nominating Committee chair.

We are fortunate to have individuals like you who are interested in serving. If I can be of any assistance to you, please don’t hesitate to reach out to me. I am happy to help in any way I can.

Sincerely,

Laurence A MacLaren  
SROA Nominating Committee Chair  
[laurencemaclaren@gmail.com](mailto:laurencemaclaren@gmail.com)  
503-522-8577
SROA BOARD OF DIRECTORS

QUALIFICATIONS FOR CANDIDACY:

- Demonstrated leadership experience in a business, profession or volunteer capacity.
- Ability to work collaboratively to address complex issues and effectively problem solve.
- Ability to work with others who may have different views
- Must be an SROA member in good standing
- Demonstrates effective listening and communication skills, both oral and written
- A team player

Board members are expected to work with enthusiasm and integrity to help the Sunriver community move forward on important issues facing the Association, the SROA Board and the community as a whole.

TIME COMMITMENT:
The Board holds a work-session on the Friday prior to its regular monthly meeting which is held the third Saturday each month. Additionally, the Board holds its regular monthly meeting as well as the Annual Meeting the third Saturday of August each year.

Board members can expect and should be willing to commit to spending 20-30 hours per month on Association business.

Membership on the Board is a three-year commitment with the opportunity to run for an additional term after the initial three years.

OVERVIEW OF THE FUNCTIONS OF THE BOARD INCLUDE, BUT ARE NOT LIMITED TO:

- Corporate planning and policy development
- Financial oversight and direction
- Supervision and promotion of the general welfare of Sunriver
- Interface with county and other governmental and jurisdictional bodies

TIMELINE

- SROA Board Candidacy Forms are due by 5:00pm, March 20, 2020
- Deadline for seeking candidacy by petition – April 10, 2020
- Nominating Committee announces candidates to the SROA Board – April 18, 2020
- Ballots mailed to owners – July 11, 2020
- Election closes at 12:00 p.m. on Saturday, August 8, 2020 and all candidates will be notified, whether elected or not, by the SROA President.
- Election results will be posted following the close of the election on August 8th and will be certified at the regular Board meeting on August 15th and announced at the Annual Meeting on the afternoon of August 15th.
SUNRIVER OWNERS ASSOCIATION
NOMINATING COMMITTEE

BOARD APPLICANT INFORMATION FORM

SROA Objective
SROA is seeking candidates for its Board of Directors. The next term of office will begin in August 2020 and last until August 2023.

The ideal candidate is one who has demonstrated leadership skills through past experience and achievements. He/she brings a broad perspective and a demonstrated willingness to seek solutions. He/she will work with enthusiasm and integrity to help the Sunriver community move forward on important issues facing the SROA Board.

Applicant Information

Name:__________________________________________

Full Time Resident_______ Non-Resident:_______

Physical Address of property owned in Sunriver:_______________________

Mailing Address_____________________________________________________

_______________________________________________________________

Phone Number:__________________ Cell #:__________________________

Email:_______________________________

Education: School, College, Professional Certificate Courses:

<table>
<thead>
<tr>
<th>School or College</th>
<th>Field of Study</th>
<th>Degree or Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Experience- Part 1:
Please provide a brief description of your qualifications, with emphasis on experience, achievements, and management positions with professional, civic, trade, business, social or other organizations.

Experience- Part 2:
List your involvement in Sunriver activities and organizations, including leadership positions held.
Other Consideration:

**Time Constraints**

During your term of office, you will be expected to attend meetings – monthly board work sessions and board meetings, executive meetings, liaison to committee meetings, and other meetings as necessary on a regular basis. Are you aware of any time constraints that would affect your ability to serve?

No____    Yes____ (if yes, please explain)

**Questions**

Briefly answer the following questions

1. Describe why you want to serve on the SROA Board of Directors.

2. What would you like to accomplish during your term of office.
3. List three major changes you would like to help bring about in Sunriver. Briefly describe these changes.

4. In which areas do you consider your skills and abilities to be the strongest?

5. What other strengths would you bring to the SROA Board of Directors?
References:

The candidate agrees to reference checks as deemed appropriate by the Nominating Committee.

Yes______  No______

Signature___________________________       Date____________

**Recommended Reading for SROA Board Applicants:**
Consolidated Plan of Sunriver
Sunriver Bylaws
Sunriver Rules and Regulations

These documents are available at the SROA Administration Office or on the SROA Website, [www.sunriverowners.org](http://www.sunriverowners.org).

Monthly Board minutes are available on the SROA Website [www.sunriverowners.org](http://www.sunriverowners.org).

**SROA BYLAWS ARTICLE IV, SECTION 1**

Member in Good Standing Declaration: A person who is delinquent in the payment of any fee, fine, or other monetary obligation to the association for more than 90 days is not eligible for board membership. A person who has been convicted of any felony in this state or in a United States Federal Court or Territorial Court, or has been convicted of any offense in another jurisdiction which would be considered a felony if committed in this state, is not eligible for board membership unless such felon’s civil rights have been restored for at least 5 (five) years as of the date on which such person seeks election to the board. The validity of any action by the board shall not be affected by the ineligibility of a Board member.

**Section 1. E of the SROA Nominating Committee Charter**

Candidates cannot have been convicted of any offense that would be considered a felony in Oregon, unless the candidate’s civil rights were restored within five years of the date the person seeks election to the Board.
Exhibit "A"
CANDIDACY FORM
FOR DIRECTOR, SUNRIVER OWNERS ASSOCIATION

Name of Candidate
___________________________________________________________

Sunriver Property Address
_____________________________________________________________

Residence Address
_____________________________________________________________

City________________ State_________ Zip _____________________________

Phone Number_________________ Date ___________________________

To:_____________________________ SROA Election Committee Chair

By signing this document, I certify that: 1) I am an owner of record in Sunriver, and that if I am elected
I will accept and qualify for the office of SROA Director; 2) I understand, and if elected, accept the
duties and responsibilities of an SROA director as described in the Consolidated Plan; 3) I have read
and agree to follow the conflict of interest policy adopted by SROA; 4) I have read and understand
the member in good standing declaration in Article IV, Section 1 of these Bylaws; 5) I will complete
any candidate information form the Nominating Committee may request of candidates; 6) I will meet
with the Nominating Committee if requested. (Please check one of the following :) 

( ) I was nominated by the SROA Nominating Committee

( ) I am attaching the required signature sheets bearing signatures of at least
100 electors of SROA.

I desire to have my name appear on the ballot as follows:

_____________________________________________________________

_____________________________________________________________

Signature of Candidate ___________________________ Date ________________

Instructions for candidates’ statements to be printed in the Sunriver Scene and the voter’s pamphlet,
will be sent to each candidate by the SROA Communications Director.
Exhibit "B"
SIGNATURE SHEET
SROA DIRECTOR, PETITION FOR NOMINATION

Name of Candidate __________________________________________________________

Sunriver Property Address __________________________________________________

Residence Address __________________________________________________________

City________________________ State__________ Zip ____________________________

To: ___________________________________________, SROA Election Committee Chairperson

We, the undersigned, request that the candidates name printed above be placed on the ballot for the August___, 20___ election. NOTE: Only one owner of a unit may sign the petition and an owner may sign once for each unit he/she owns.

NOTICE TO CANDIDATE: PETITION SIGNATURES MUST BE VERIFIED BEFORE A PETITION CAN BE ACCEPTED. BE SURE YOU SUBMIT YOUR PETITION IN AMPLE TIME FOR THIS PROCESS TO BE COMPLETED BEFORE 5:00PM ON THE FINAL FILING DAY.

SIGNATURE_______________________________________________________________

PRINTED NAME______________________ SUNRIVER ADDRESS____________________

1. _________________________________________________________________

2. _________________________________________________________________

3. _________________________________________________________________

4. _________________________________________________________________

5. _________________________________________________________________

6. _________________________________________________________________

7. _________________________________________________________________

8. _________________________________________________________________

9. _________________________________________________________________

10. ________________________________________________________________

I hereby certify that _______ (number) signatures on this petition are those of unit owners of SROA.

Date:_________________________ 

Election Committee Chairperson, SROA
SROA CONFLICT-OF-INTEREST POLICY

PURPOSE:

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of Sunriver Owners Association (“SROA”) board members from interfering with the performance of their duties to SROA, and to ensure that there is no personal, professional, financial, or political gain at the expense of SROA. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto. Moreover, this policy has been developed for protection of both the association as well as the board member involved.

DEFINITION:

A conflict of interest may exist when the interests or potential interests of any director, or that person’s close relative (spouse, parent, child, sibling and descendents or spouses of any of the foregoing), or any individual, group, or organization to which the person associated with SROA has allegiance, may be seen as competing with the interests of SROA, or may impair such person’s independence or loyalty to SROA. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, in a manner that is adverse to the interests of SROA, including, without limitation, all matters that would require a related party transaction disclosure on audit (see examples below).

USE OF INFORMATION:

Directors shall not use, share or disseminate information received from participation in SROA affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of SROA.

DISCLOSURE AND RECUSAL:

Whenever any director has a conflict of interest or a potential conflict of interest with SROA, he or she shall immediately notify the SROA President of such conflict in a writing outlining the potential nature of the conflict.

Whenever any candidate for a board position has a conflict or a potential conflict of interest with SROA, the candidate shall disclose the matter in writing to the SROA President and shall notify members of the association of the conflict or potential conflict via the candidate’s voters pamphlet statement and publication in the Sunriver Scene or other means reasonably calculated to fully disclose the nature and all material financial details of the conflict to members of the association. The contents and sufficiency of the disclosure shall be determined by the Board in its sole discretion.
When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board, a Board appointed committee or task force, the interested person shall call it to the attention of the SROA President and shall not be present or participate (i.e., by leaving the room or terminating any phone or communication, as the case may be) during Board or committee discussion or decision on the matter. However, that person shall provide a written statement to the Board or applicable committee with any and all relevant information on the particular matter if reasonably necessary in order to make a full and fair disclosure.

To approve a transaction or other matter in which a conflict of interest or potential conflict of interest has been deemed to exist with a Board Member, at least 67 percent of the remaining Board Members who have no conflict of interest or potential conflict of interest on the matter must vote to approve the transaction or matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

DISSEMINATION:

A copy of this conflict-of-interest policy shall be furnished to each director who is presently serving SROA or who is a candidate for a Board seat. A copy will also be posted on the SROA website.

CERTIFICATION:

As administered by the SROA President, each director will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the Board and annually thereafter. All certifications shall be reviewed by the board as appropriate.

IMPLEMENTATION

It is the policy of the SROA that members of its Board of Directors shall abide by this conflict of interest policy covering service as a Board member.

Charges that any member(s) of the Board has violated this policy must be presented in writing to the SROA President. If the SROA President is included in the charge the presentation shall be to the Vice President of the Board. If the SROA President (or Vice President, if applicable) believes that a Board member has violated this policy, he or she shall inform the member of the basis for such belief and afford the member an opportunity to explain his or her views on the matter.

The Board may consider such charges in an Executive Session called for that purpose without the member who as allegedly violated the policy being present. The Board may take any action it deems appropriate, including, without limitation, conducting further investigation as warranted by the circumstances, taking appropriate corrective action (such as ratifying or cancelling a contract, as the case may be), and taking appropriate disciplinary action up to and including removal from office as provided in the Bylaws, Article IV, Section 5.
The Board of Directors, in its sole discretion, shall decide whether this policy has been violated by any Board member.

The disposition of the charges shall be announced by the Board at an open meeting.

CONFLICT-OF-INTEREST POLICY
Examples

A conflict of interest may exist if a director or close relative:

- Has a business or financial interest in any third party dealing with SROA. This does not include ownership interest of less than 5 percent of outstanding securities of public corporations.
- Holds office, serves on a board, participates in management, or is employed by any third party dealing with SROA.
- Derives remuneration or other financial gain from a transaction involving SROA.
- Receives gifts from any third party on the basis of his or her position with SROA (other than occasional gifts valued at no more than $50, or if valued at more than $50, the gift is made available in a team space or common area for others to share — e.g., fruit baskets, boxes of candy). All other gifts should be returned to the donor with the explanation that SROA policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.
- Engages in any outside employment or other activity that will materially encroach on such person’s obligations to SROA; compete with SROA’s activities; involve any use of SROA’s equipment, supplies, or facilities; or imply SROA’s sponsorship or support of the outside employment or activity.

The foregoing list is not intended to be exhaustive.
CONFLICT-OF-INTEREST DISCLOSURE STATEMENT FOR THE PERIOD

I have read and understand the SROA policy on conflict of interest. As part of Sunriver’s Board of Directors, I understand that this policy on conflict of interest applies to me.

I understand that I am expected to conduct business in accordance with the letter, spirit, and intent of all relevant conflict-of-interest laws and SROA’s conflict-of-interest policy and to refrain from any illegal, dishonest, or unethical conduct. I understand that if a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the board and/or with the chair or general manager for advice and consultation. Furthermore, I understand that this document can be amended at any time.

In compliance with SROA’s conflict-of-interest policy, the positions that I or an immediate family member hold within the community are as follows:

Business and professional activities in which I or an immediate family member hold as an owner, officer, board member, partner, employee, or other beneficiary position as of ___________:

<table>
<thead>
<tr>
<th>Name of Business/Organization</th>
<th>Position Held/By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional sheets as needed)

Other transactions, activities that may produce a possible conflict of interest:

__________________________________________________

__________________________________________________

__________________________________________________

(Attach additional sheets as needed)

In addition, I recognize the need to maintain confidentiality regarding information I might receive as a board member of SROA. I will promptly inform in writing, the SROA President or general manager of SROA of any material change that develops in the information contained in the foregoing statement.

_________________________  _____________________  ____________
Type/Print Name                  Signature                 Date
RESOLUTION 2012-001
OF THE BOARD OF DIRECTORS
THE SUNRIVER OWNERS ASSOCIATION

A RESOLUTION ADOPTING A CODE OF CONDUCT AND ETHICS
FOR BOARD MEMBERS AND OFFICERS

(Upon taking office as a Director or Officer, each Director or Officer must agree to and sign a copy of this code.)

WHEREAS; In order to ensure that the Board of Directors and Officers of The Sunriver Owners Association maintain a high standard of ethical conduct in the performance of the Association’s business, and to ensure that the Owners maintain confidence in and respect for the entire Board,

NOW THEREFORE; The Sunriver Owners Association Board of Directors has adopted the following Code of Conduct and Ethics for its members and Officers;

The following principles and guidelines constitute the code of Conduct and Ethics:

**Code of Conduct and Ethics**

It is recognized that many clients, vendors, and suppliers consider reasonable gifts and entertainment as an accepted business practice without any intent to unduly influence the judgment of the Board of Directors. Nevertheless, it will be the policy of the Board of Directors to discourage the acceptance by its members and officers of gifts, entertainment, or other favors from existing or prospective clients, vendors, or suppliers.

Cash gifts of any amount are unacceptable. Gifts of a nominal value and personal nature given as a token of friendship or special occasions such as Christmas, a job promotion, or length-of-service award are acceptable.

A Director or Officer will undertake only those responsibilities and assignments that he or she can reasonably expect to perform adequately.

A Director or Officer will adequately plan for the functions for the Association including review of all materials pertinent to the Board meetings and other functions of the Board of Directors.

No Director or Officer will use his or her position to make threats of Association enforcement action against Owners or to promise outcomes to Owners in regard to Association Rules and Regulations. All such matters are to be handled in the ordinary course of business through the Association Staff or appropriate Committee.

No Director or Officer will seek to have a contract implemented that has not been duly approved by the Board.
No Director or Officer will individually impede or obstruct a contractor implementing a contract in progress. All communications with contractors will be conducted through the General Manager or an assigned employee. Professional courtesy will include and should not interfere with, among other things, contractual relationships between Association management professionals and contractors.

No Director or Officer will individually impede or obstruct with the system of management established by the Board and General Manager. A member will comply with all operating standards (internal operating procedures) that are in force or may from time to time be promulgated by the Board of Directors and General Manager.

No Director or Officer may use any funds being held for Association business for personal use.

No Director or Officer will interfere with the duties of any staff member of the Association. All Board members will exhibit professional courtesy to all Association staff.

It is expected that all members of the Board of Directors and Officers will make reasonable efforts to attend all Regular, Special and Executive Board meetings.

A Director or Officer should not, in the regular course of business, disclose information about the Association’s legitimate activities unless such information is already known by Owners generally or are part of the Association’s records open for inspection by Owners. In the normal course of business, a Director or Officer should treat as confidential all matters involving the Association until there has been general public disclosure or unless the information is a matter of public record (i.e., reported in the minutes) or common knowledge. An individual director is not a spokesperson for the Association and thus disclosure to the public of Association activities should be made only through the Association’s designated spokesperson, usually the President or General Manager. This presumption of confidential treatment should apply to all current information about Board or Association activities. All information learned or discussed at an Executive Session of the Board, is privileged and confidential and is not to be publicly discussed until such information becomes part of the Association’s public records.

No provision of this Resolution can be rescinded, altered, and/or amended without a vote of a majority of the members of the Board of Directors.

Acknowledged and agreed to this _______ day of ___________________, 2020

By (SIGNATURE): ___________________________________________

Print Name: ________________________________________________
SROA Confidentiality Agreement

I, ___________________, understand and acknowledge that during my service with the Sunriver Owners Association (SROA), I will have access to Confidential Information not generally known to the public or the membership of SROA at large concerning the business of SROA and that the disclosure of such Confidential Information would damage SROA’s interests. In consideration of the opportunity to volunteer with SROA, I agree that during my service with SROA and at all times thereafter, I will hold SROA’s Confidential Information in strict confidence, take reasonable precautions to avoid disclosure of Confidential Information, and will not disclose nor use such information outside the scope of my service with SROA or without prior written authorization from the SROA Board of Directors, unless there has been general public disclosure of the Confidential Information by SROA. For the purposes of this Agreement, “Confidential Information” includes, but is not limited to, information regarding contracts in negotiation (which includes information regarding projects and potential projects), organizational practices and methodologies, and personnel information concerning SROA employees. I further agree and understand that I will immediately return all SROA Confidential Information and/or delete Confidential Information from any electronic devices in my possession or control, at the end of service or whenever requested by the SROA Board of Directors. If I receive a request to disclose Confidential Information by a third party, I agree to notify SROA and allow SROA to evaluate the appropriate response to the request.

_____________________________  ________________
Signature                        Date

_____________________________
Printed Name

☐ Board Member

☐ Committee Member Specify: _____________________________

☐ Taskforce/Workgroup Specify: ___________________________