

SOUTHGATE PROPERTY OWNERS ASSOCIATION

“A Community of Friends 55 Years of Age or Older”

OFFICIAL NOTICE: LETTERS OF INTENT TO SUBMIT YOUR NAME TO BE CONSIDERED FOR AN OPEN POSITION ON THE SOUTHGATE BOARD OF DIRECTORS FOR 2020:

Disclaimer: Submitted letters of intent will be posted on the bulletin board in the exercise room on December 31, 2019. All letters of intent to run for a position on the Board must be received not later than 11:59 PM on Monday, December 30, 2019. If Members apply after the deadline their letters shall not be placed on the Annual Meeting ballot.

The Southgate Board of Directors will have four (4) open positions in 2020. If you are interested in submitting your name to run for a position on the Board, you must submit a written letter of intent. The four open terms shall begin March 1, 2020. The newly elected members of the SBOD will meet in executive session after the business of the Annual Meeting to decide how the newly filled SBOD positions will be assigned. The open terms are as follows:

Two 1-year terms
One 2-year term
One 3-year term

Submit your letter of Intent In a **sealed envelope clearly marked as follows:**

Election Chairperson – George Herrington

You may choose to submit your letter by:

- Placing it in the office drop box
- Mailing it using the United States Postal Service to:
George Herrington
Election Chairman
100 West Moore Road Office #91
Pharr, Texas 78577

Letters of intent are limited to one-page documents and are to be submitted using black ink (no colored type). Please include any qualifications and past experience that you feel qualifies you as a potential member of the Board.

Suggested Qualifications for Members of the SBOD:

- Be a home owner and reside in the residence at least part of the year.
- Be able to have access to a home computer or device that allows you to read and timely respond to SBOD and SPOA emails
- Agree to use the Gmail account set up for the various SBOD positions (personal email addresses shall not be permitted to be used for SBOD or SPOA business)
- Have the ability to create, distribute and read Microsoft word and pdf files
- Be present and available for SBOD meetings either by personal attendance or by attending telephonically
- Have the ability to work together as a member of the SBOD team and must also possess the ability to work not only respectfully, but also in a demonstrated unified manner for every Southgate resident.
- Be willing to make the commitment that all matters concerning the SBOD are strictly confidential and are made known to the Members only through business meetings of the SBOD
- Be willing to support, uphold, abide and enforce the Dedicatory Instruments that govern Southgate
- Be willing to work as member of the SBOD team and when majority decisions are made by the SBOD all directors “speak with one voice” and **support all decisions** made by the **majority**.

SAFEGUARDS:

SPECIFIC POSITION DETAILS

- The Treasurer shall be agreeable to on-going supervision during their term by the President of the Board to provide a check and balance system for the SPOA Members. It shall be the Board President's responsibility to balance the SPOA's corporate books each month to ensure balanced books are being maintained by the Treasurer.
- The Treasurer should have the ability to learn or already have knowledge of the Quick Books program which is used to operate Southgate's finances.
- The Secretary should have the ability to create correspondence, distribute documents to the SPOA correspondence and archive material using Microsoft Word or PDF documents. Either a working knowledge of Gmail or the willingness to learn the program would also be an asset.