



Village of Diamond Bay HOA  
**Board of Directors**  
**Willingness to Serve Form**

**Nominations are now open for two (2) position  
on the Village of Diamond Bay HOA Board of Directors**

**What are the responsibilities of the Board of Directors?**

The responsibilities of the Board of Directors are defined in the Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions, and By-Laws of the Association. In addition to the Association's own documents, the Texas Property Code and the Texas Business Organizations Code further define the responsibilities of the Board. The members of the Board of Directors and each officer of the Association have a contractual relationship with the members of the Association. This contractual relationship imposes obligations of trust and confidence in favor of the corporation and its members. It requires the members of the Board to act in good faith and in the best interests of the members of the Association, exercise due care and diligence, and it requires them to act within the scope of their authority. The Board is responsible for the maintenance, administration and financial well-being of the Association. Serving as a Board member is a valuable and rewarding experience that should be undertaken by those who seek an opportunity to serve their fellow neighbors while protecting and enhancing the assets of the community.

**Who is the Village of Diamond Bay's Management Company?**

FirstService Residential is the management company for Shadow Creek Ranch and the Village Associations. The role of the Management Company is to implement the decisions and policies established by the Board of Directors. This would include the day-to-day responsibility for the administration of the programs, services and activities of the Association as established in the governing documents.

**Where and when are the Village of Diamond Bay Board of Directors meetings held?**

The Village of Diamond Bay Board of Directors meetings are currently held via online video conference service (Zoom). Should in-person meetings resume, they will be held at the Emerald Bay Clubhouse, 11814 N Clear Lake Loop, Pearland, TX, or another location within the immediate vicinity of Shadow Creek Ranch. Meetings are currently held in the afternoon as often as monthly to every other month. Board Workshops are scheduled in lieu of open Board meetings as deemed necessary. Directors serving on the Board are required to attend the scheduled Board meetings and cannot miss more than three (3) consecutive meetings.



SHADOW  
CREEK  
RANCH

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**Who serves on the Board of Directors?**

The Village of Diamond Bay HOA Board currently maintains five (5) directors. Directors are elected by Village of Diamond Bay Homeowners. To serve on the Board you must be a member, which means you must be listed on the deed for your Property.

**How long are Board of Director member terms?**

Elected board member terms serve three-year terms.

**How do I submit a Willingness to Serve Form?**

Members interested in serving on the Board must complete the Willingness to Serve Form attached and return it, along with a brief biographical profile and color photograph, via email to: [vote@shadowcreekbranchhoa.com](mailto:vote@shadowcreekbranchhoa.com) or by mail delivery to the VODB HOA Office: 12234 Shadow Creek Pkwy. Suite 3112 Pearland TX 77584 by 5:00 p.m., on Friday, August 26, 2022. Willingness to Serve Forms will not be accepted after 5:00 p.m.

**How do I vote?**

Members will receive the invitation to vote by email from <https://villageofdiamondbay.ivotehoa.com/register> on Friday, September 16, 2022. Paper ballots will be mailed to all homeowner billing addresses by Friday, September 2 2022, with instructions on returning your completed ballot to the HOA management office. If you do not receive the email or paper ballot, please contact the HOA management office at [help@shadowcreekbranchhoa.com](mailto:help@shadowcreekbranchhoa.com) or (713)436-4563.

**How are the winners determined?**

The candidates who receive the most votes are elected.

**Who tabulates the votes?**

In addition to handling the voting process, a third-party company will tabulate the results to maintain the integrity of the voting. No one from the Village of Diamond Bay HOA Board of Directors or Management will be involved in verifying and tabulating the votes.

**When will the election results be announced?**

The results of the election will be announced on Monday, October 17, 2022.



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*\*A fillable PDF is available online at [www.shadowcreekranchhoa.com](http://www.shadowcreekranchhoa.com), select  
"2022 Village of Diamond Bay Board Election"*

Name \_\_\_\_\_

Address \_\_\_\_\_

How long have you lived in the Village of Diamond Bay? \_\_\_\_\_ Years

What is your profession? \_\_\_\_\_

List volunteer activities and positions, if any, you are currently involved in, or on what other Boards or service entities you have served within the last five years? (Please limit to 100 words)

Provide a brief biography of yourself; include why you are interested in serving as a member of the Board of Directors and how you are uniquely qualified to do so. You may include personal data, education, etc. (Limit to 150 words).

I hereby submit my name for consideration for election to the VILLAGE OF DIAMOND BAY HOA Board of Directors.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Please include a color photo of yourself to be posted on the Resident Intranet.  
APPLICATION DEADLINE: NO LATER THAN 5:00 PM ON FRIDAY, AUGUST 26, 2022.***