

**2017**

**Crooked River Ranch  
Board of Directors  
& Architectural Review  
Committee  
Applicant Package**

# **Board Candidate Instructions**

## **2017**

**A minimum of three Board positions will be open for the September 2017 election. Individuals who consider themselves qualified must follow the process as laid out according to Policy and Procedures Handbook – Policy 4.14.**

- 1. Any member in "good standing" may run for the board. In "good standing" is defined as having "all" Association dues current according to Board policy and having no outstanding County code and CC&R violations at the time of application.**
- 2. Application submission deadline is Wednesday, May 31, 2017 at 4:30 p.m. Application packets can be picked up at the Administration building.**
- 3. Application packet information will include:**
  - A. Rules & Procedures for Election**
  - B. Request to be a Candidate Form**
  - C. Guidance for Campaign Statement**
  - D. Applicant Information Sheet**
  - E. Candidate Sign Guideline Form**
  - F. Crooked River Ranch Sign Guidelines**
  - G. Schedule of Events sheet**
- 4. Application submissions must adhere to the following:**
  - A. A signed Request to be a Candidate form submitted to the Nominating Committee of your intent to run for the CRR Board of Directors.**
  - B. A letter of no more than 300 words that contain your "Biography and Why I am Running" for the Board of Directors.**
  - C. Return the Candidate Signs guidelines form.**
  - D. Anyone unable to pick up an application packet may contact the office so one can be mailed to them.**
- 5. In addition, submission of a recent 3"x4" photograph is requested.**
- 6. If you have any questions or need further assistance please call the Administration Office at 548-8939.**

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION**  
**RULES & PROCEDURES FOR ELECTION 2017**

**Nominating Committee Role**

The Association's By-Laws have established a Nominating Committee responsible for securing candidates for the annual election of members of the Board of Directors (BOD) and the Architectural Review Committee (ARC). According to the By-Laws, the Nominating Committee's members are to be appointed by the BOD prior to each annual meeting and they will serve for one year following the end of the annual meeting. The Board may re-appoint members of the committee for additional years, but a healthy turnover that maintains as broad as possible a representation of the Ranch's diverse population is encouraged.

The Nominating Committee's main responsibility is to present a slate of qualified candidates to the Board for approval and to the membership for a vote. The committee will make as many nominations for the BOD as it deems appropriate, but not less than the number of vacancies that are to be filled in accordance with Article IX of the By-Laws. The ARC members serve for one year so each of the committee's positions are open for every annual election. All applicants who apply as a candidate will be considered equally, if they meet the requirements established by the Board.

The Nominating Committee is responsible for updating and submitting to the BOD for approval the documents necessary for the conduct of the annual election—including the *Rules and Procedures for the Annual Election*, the *Schedule of Events for the Annual Election*, the *Applicant Package*, the *Election Ballot/Voter Information*, the *Voter Pamphlet on Candidates*, plus newsletter articles and news releases to local media publicizing the election.

**Candidate Application**

Any member of Crooked River Ranch Club & Maintenance Association "in good standing" is eligible to apply for an open position on its BOD or ARC if a completed and signed application packet is submitted no later than the deadline established in the year's election cycle *Schedule of Events for the Annual Election*. "In good standing" is defined as having all dues current and any other obligations to the Association current according to Board policy and having no certified open CC&R violations at the time of application.

The Applicant Package shall be approved by the BOD at its February regular meeting and the Administration Staff shall make it available in hard copy at the office, and on the Association website no later than the last working day in February.

Completed applications must be delivered to the Admin Office no later than the deadline established in the *Schedule of Election Events*. Any application received after that deadline will not be considered. Applications need to be delivered in a sealed envelope with only the words "*Election Application*"—and either "*BOD*" or "*ARC*" visible on the envelope. There should be no markings visible identifying the applicant. The sealed envelope shall be date/time stamped and delivered expeditiously to the Nominating Committee for confidential review to develop a slate of candidates for both the BOD and ARC positions.

**Ballot Measures**

Any ballot measure intended for the election must come to the Nominating Committee properly worded and previously reviewed and approved by the BOD. Ballot measures may be submitted to the BOD by a committee or group of individuals.

### **Voting Materials**

The Nominating Committee shall prepare a draft package of voting materials—including **Ballot/Voting Instructions** (front and back of a single page), **Candidate Pamphlet** (BOD and ARC candidate photos and campaign statements—BOD on one side of a single sheet and ARC on the other side), and any ballot measure statement--to be presented to the BOD for approval at its monthly regular meeting on June 19, 2017. Candidates for both the BOD and ARC are to be listed in random order on the ballot and Candidate Pamphlet. Once the slate of candidates is approved by the BOD, a letter signed by the BOD president will be sent to each candidate noting appreciation for his/her commitment to support our community and including a copy of the approved ballot.

No later than July 31, 2017, the voting material package will be mailed by the Administrative Office with the **Notice of the Annual Meeting of the Members** to all members eligible to vote—those whose dues are not in arrears. This mailing will consist of the items noted above, plus a ballot secrecy envelope and a return mail envelope. (*The annual meeting notice will be mailed to all members not eligible to vote without the voting material package.*)

### **Candidate Forum**

To provide an opportunity for the BOD and public to meet the election candidates, a candidate forum will be held in the Juniper Room on Monday, July 17, 2017, between 4:30 and 6:00 P.M.—just prior to the July regular Board meeting. Both BOD and ARC candidates are encouraged to participate in the forum. The BOD President will host the candidates' forum. In the event that the President is unable to do so, the next in line would be the Vice President, followed the Secretary.

The forum format shall be:

- Introduction of BOD members, all candidates and any special attendees by the host.
- Brief introductory remarks by each BOD candidate.
- Questions to BOD candidates randomly selected from a set prepared by the Secretary.
- Questions to BOD candidates from the audience moderated by the host.

### **Election Signage**

If candidates choose to deploy campaign signs, they must comply with all sign guidelines approved by the Board of Directors on February 16, 2016—as they certified by signing the **Sign Guidelines for Election 2017** document in their application packet. Signs may not be placed in the road right-of-way and may be placed on private property only with the expressed permission of the owner of said property. Candidate signs may be erected no earlier than July 1, 2017 and shall be removed no later than September 3, 2017, or three (3) days after the last ballot submission deadline. In the event of a special election runoff, campaign signs may be erected the day after such election is approved by the BOD and must be removed no later than three (3) days following said election. Any special issue signage is subject to the same requirements and restrictions as personal campaign signs.

### **Annual Meeting**

The 2017 Annual Association Member Meeting will be on Saturday, August 19, 2017. This will be the last opportunity for members in arrears of their dues to pay the delinquency and receive a ballot package to vote. In addition, the Association By-Laws allow nominations for BOD and ARC positions from the floor at the Annual Meeting for individuals not already on the ballot. Both the Association website and the Phase Reps communication system will announce such nominations if they meet the criteria specified by the BOD for candidates. Write-in spaces on the ballot would be used to cast votes for them.

### **Ballot Returns**

Ballots may be returned either by mail or hand delivered to drop boxes located at the upper Kiosk on Chinook and at the Administrative Office. In order to be counted, they must be returned sealed in the secrecy envelope and the outside pre-addressed envelope must be signed on the back by the voter. Mailed ballot returns are to be mailed

directly to the address on the pre-addressed envelope for the accounting firm that has contracted for the vote tabulation and validation. Hand-delivered ballots may be deposited throughout the election period in the ballot box in the Administration Office lobby and the ballot box at the upper Kiosk on Chinook, which will be picked up and transferred to the accounting firm promptly at 4:30 P.M. on August 31st. The validating firm must receive all mailed ballots no later than Friday, August 31, 2017.

### **Tallying and Certifying the Vote**

The CPA firm designated by the BOD will tabulate the ballots and certify the results to the Association Secretary and Ranch Manager no later than end of day on Wednesday, September 6, 2017. The results will be posted at the Admin Office and on the website no later than close of business on Thursday, September 7, 2017. The results will also be sent out on the Neighborhood Phase Rep Network. The results also will be communicated via email or telephone to each individual candidate.

### **Publicity**

At its first meeting, the Nominating Committee shall develop a publicity plan to make residents aware of the election process and to stimulate interest in running for BOD and ARC positions. A multi-month program of articles in the newsletter—*the Telegraph*—is highly recommended with the first to be published in the February edition. The Committee should also provide press releases to local media on the election to include the *Candidate Pamphlet* with its candidate photos and campaign statements. On a more personal level, Nominating Committee members should volunteer to make presentations on the election to various committees, service organizations and interest groups with the assistance of Committee approved talking points.



## REQUEST TO BE A CANDIDATE FOR 2017 CRR ELECTIONS

By signing this document and returning it with the completed application package to the Administration Office, no later than 4:30 p.m. on Wednesday, May 31, 2017, I am notifying the Nominating Committee of my desire to be considered for the slate of candidates for the CRR 2017 ballot. Please consider me for: (check desired)

\_\_\_\_\_ The CRR Board of Directors      \_\_\_\_\_ The Architectural Committee.

I certify that I am an Association member and I meet the criteria of “good standing”, defined as having “all” Association dues current according to Board Policy and having no outstanding County code or CC&R violations at the time of this application.

I acknowledge the following:

- I am aware of the application process for the Board of Directors and will follow the stated requirements with strict observance.
- I understand that all candidate signs must comply with the guidance contained in the Ranch sign guidelines dated February 16, 2016. (See the separate form in the Applicant Package for details)
- I understand the requirements of the position I am seeking and the general terms under which I will be asked to serve, if elected. I will be expected to work constructively on behalf of the members of the Association by placing the interests of the Association as a whole above personal concerns and interests. In pursuit of this goal, I will be expected to become conversant with the governing documents of the association and the rules of order governing the conduct of meetings; to prepare myself sufficiently for each and every meeting by thoroughly reading the background material that is provided and soliciting inputs from the general membership for issues that are being considered; and to work well with my colleagues by expressing opinions while remaining professional and respectful to everyone.
- I recognize the significant commitment of time required in attending scheduled meetings of the body to which I am elected, as well as time required to discharge my duties between the meetings. If elected, I will make attendance at scheduled meetings a priority.

Completion of this form does not assure you a nomination. Your submission is an aid to the Nominating Committee in selecting a slate of candidates.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Guidance for Campaign Statement

Applicants for nomination to open positions of the Board of Directors or Architectural Committee must submit a campaign statement of **300 words or less**. Campaign statements for applicants selected for the slate of candidates will be published in the Association Newsletter and Voters Pamphlet. The campaign statement will be published as received. No grammatical or spelling corrections will be made (but defamatory or inappropriate language would be expunged). If provided, a photo will be published with the campaign statement in both publications.

The Campaign Statement is an opportunity to speak directly to the voters and make the candidate's case for election. It should contain biographic information, a discussion of qualifications based on work experience, education or training, and a clear statement of why the candidate is running for the position.

To make it easier for the voters to compare the candidates, please use the following format:

---

### CAMPAIGN STATEMENT (300 words or less)

**Date**

Name

Address

**Biography (including background and experience):** Provide a brief summary of your experience that would benefit the Board if you were elected. Include a statement of residency (full, part-time, not) .

**Reasons for Running:** Provide a brief summary for the readers as to why you would like to be part of the Board or Architectural Committee. Be as clear as possible.

---

Signature

APPLICANT INFORMATION SHEET FOR NOMINATING COMMITTEE  
2017 ELECTION TO CRR BOARD OF DIRECTORS/ARCHITECTURAL COMMITTEE

GENERAL AND CONTACT INFORMATION

NAME: LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE INITIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION DESIRED: BOARD OF DIRECTORS \_\_\_\_\_ ARCHITECTURAL COMMITTEE \_\_\_\_\_

CRR PROPERTY OWNER: NO \_\_\_ YES \_\_\_ HOW LONG? \_\_\_\_\_

CRR RESIDENT: FULL-TIME NO \_\_\_ YES \_\_\_ HOW LONG? \_\_\_\_\_

CRR RESIDENT: PART-TIME NO \_\_\_ YES \_\_\_ HOW LONG? \_\_\_\_\_

CRR STREET ADDRESS: \_\_\_\_\_

PRESENT MAILING ADDRESS (If different from above): -----

TELEPHONE NUMBERS: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

QUALIFICATIONS

*(Attach additional sheets if needed. It is not necessary to repeat information below that is contained in your Campaign Statement)*

SERVICE IN SUPPORT OF THE CRR HOA BOARD (*Board and Committee Assignments with Dates*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEADERSHIP AND BOARD EXPERIENCE WITH OTHER ORGANIZATIONS (*With Dates*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION AND TRAINING THAT WOULD BEAR ON THE CANDIDACY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Candidate Sign Guidelines for Election 2017

All Candidate signs must comply with all sign guidelines dated February 16, 2016. (see website: Association, Governing Documents)

No candidate signs may be placed on private property within CRR without the expressed permission of the property owner. No candidate signs may be placed on road *right-of-ways* on CRR—35 feet from the center of road, or 3 feet behind the power line. Candidate signs must not be erected earlier than July 1<sup>st</sup> and are to be removed by September 3, 2017--within three (3) days after the last ballot due date. In the event of a special election, signs shall be erected no earlier than a date established by the Board of Directors and must be removed no later than three (3) days following the last ballot due date for said election.

The physical size of any candidate sign shall be limited to dimensions prescribed by Crooked River Ranch CC&R limitations regarding real-estate "for sale" signs, and will not exceed five square feet in area.

Any candidate for office or spokesman for any political group wishing to place any campaign signs on the Ranch are required to sign a statement that they will abide by these limitations at the time of filing for office.

Failure to agree or abide by these limitations may restrict the violator from appearing in the candidate section of the CRR Newsletter. Failure may also initiate the placement of a statement, by the CRR Board of Directors, in the voter's pamphlet that would identify any candidate or political group unwilling to abide by the resolution.

Any sign or notices in violation of this resolution may be removed by CRR staff.

The Board of Directors of CRR will have the duty to enforce and uphold all actions as outlined above.

I, \_\_\_\_\_, have read and agree to abide with the above restrictions, limitations and consequences.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SIGN GUIDELINES FOR CROOKED RIVER RANCH RESIDENTIAL**

---

**Purpose:** To comply with Crooked River Ranch's CC&Rs and the Jefferson and Deschutes County codes

**Policy:**

- I. No sign may be displayed on any parcel unless expressly permitted or by written approval/application of the Architectural Review Committee. (Refer to CC&R's Article VII PROPERTY USE RESTRICTIONS, 1.)
- II. Exceptions to the above: Garage sale, Real estate, Event, Political, and Official government flags.
  - A. No signs of any nature shall exceed 5 sq ft in size in a residential area.
  - B. No signs shall be placed on any road right-of-way.
  - C. Only one sign with or of the same message per property is allowed.
  - D. No sign may be illuminated.(Except CRR Welcome Sign).
  - E. A Home Occupation permit must be obtained from the county before a business can advertise with a sign in a residential zone and can only be placed upon the property, which the business use is located.
  - F. All signs must be placed in a location that will not obstruct the vision or view of vehicular traffic.
  - G. Garage sale signs **must** be dated with the date of posting and may be put up **2 days** before the sale begins. All signs must be removed within **24 hours** after the sale. No more than six (6) sales per calendar year will be permitted.
  - H. All event (wedding, etc.) signs can be displayed 1 day before the event and must be removed within **24 hours** following the event.
  - I. Only one real estate sign per property offered for sale is permitted and must be removed within **30 days** after close of escrow.
  - J. Real Estate signs for "Open Houses" may be put up on the day of the event and must be removed immediately after close of "Open House".
  - K. No directional signs are allowed, with the exception of garage sale signs, "Open House" signs, and those with the approval of the Architectural Review Committee.
  - L. Federal, State and County political signs may be displayed **60 days** before an election and must be removed within **3 days** following the election. CRR political signs can be displayed on **July 1<sup>st</sup>** and must be removed within **3 days** after the election. All political signs may be placed on private property only after receiving permission of the property owner.
  - M. No signs may be placed on **Community Property** or attached to the CRR Welcome sign without written approval.
  - N. Contractor's & subcontractor's signs may be displayed when the work actually starts, not when the contract is signed, and must be removed within **5 working days** after completion of work.
- III. All community banners/signs to be displayed at entrance of ranch on Antelope and Chinook and Mustang and Chinook will be approved through the Administration Office after completing Banner request form. A sample of banner must be included with request. Banners must be professional and appropriate. Banners may be ordered

## **SIGN GUIDELINES FOR CROOKED RIVER RANCH RESIDENTIAL**

---

from any Banner and/or Print shop, but must comply with the “Guidelines for Event Banners”. The Maintenance Department will put up the banner. The banner may be displayed up to 2 weeks prior to the event, unless there was a prior week’s banner posted, and will be removed within 2 days after the event by the Maintenance Department and rolled up to prevent damage to the banner so it may be used again.

## **SCHEDULE OF EVENTS FOR CRR ELECTON 2017**

*(Unless otherwise noted, Nominating Committee Meetings will be held at 10:00 A.M. in the Juniper Room)*

- Nominating Committee meets to review and update standing election documents: ***Schedule of Events, Rules and Procedures for Election, and Applicant Package (Rules and Procedures for Election, Application Instructions, Request to be a Candidate, Applicant Information Sheet, Guidance for Campaign Statement, and Candidate Sign Guidelines)***. Updated documents to be submitted to Board of Directors (BOD).
- Applicant package, schedule of election 2017 events, special rules and procedures posted by Admin Staff on web site and hard copies available at Admin Office for pick-up.
- Nominating Committee meets to review generic ***voter's pamphlet, sample ballot*** and ***voting instructions*** for newsletter and mailings to be finalized after BOD announcement of slate of candidates.
- Nominating Committee meets to discuss potential candidates to be encouraged to apply.
- Nominating Committee meets to review applications.
- **May 31, 2017 (May use letter-drop at Admin Office)** – Deadline for submission to Admin Office of ***application package*** for prospective candidates to Admin Office for transmission to Nominating Committee.
- Nominating Committee meets for final committee review of slate of candidates for the Board of Directors and Architectural Committee to be presented to the Board of Directors at the June 19, 2017 BOD Regular Meeting. The Committee also approves package of candidate-provided information to be published in the July newsletter; and finalizes voter's pamphlet, sample ballot and voting instructions for mailings to be submitted to the Board of Directors at the June 19<sup>th</sup> Regular BOD meeting.
- **June 19, 2017** – Nominating Committee presents its slate of candidates and voting materials to Board of Directors. Board approves ballot.
- Nominating Committee meets to ensure candidates informed of Candidates Forum and conduct critique of 2017 election process and develop lessons learned.
- **July 17, 2017, 4:00-6 P.M.** – Candidates Forum to be held before regular BOD Meeting– Nominating Committee members encouraged to attend.
- **July 31, 2017** – Ballots must be mailed to members eligible to vote no later than this date along with ***Notice of Annual Meeting of Members***.
- **August 19, 2017, 9 AM** – CRRC&MA Annual meeting includes opportunity to meet the candidates—additional candidates may be nominated by members at annual meeting. Nominating Committee members encouraged to attend.
- **August 31, 2017** – Mailed completed ballots due at Auditor's Office. Ballots may also be deposited at the Admin Office ballot box up to 4 PM. No Nominating Committee action.
- **September 6, 2017** – Candidates notified of results and results posted on website and at Admin Office. Final act of Nominating Committee 2017 is to ensure that candidates are informed of election results.