

2023 Application Packet  
for the  
Crooked River Ranch Board of  
Directors and Architectural  
Review Committee Election

APPLICANT INFORMATION SHEET  
2023 ELECTION TO CRR BOARD OF DIRECTORS/ARCHITECTURAL REVIEW COMMITTEE

GENERAL AND CONTACT INFORMATION

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

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

POSITION DESIRED: BOARD OF DIRECTORS  ARCHITECTURAL REVIEW 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 2023

All Candidate signs must comply with all sign guidelines dated May 16, 2022.  
(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 *rights-of-way* 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, 2023--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

## Guidance for Campaign Statement

Applicants for nomination to open positions of the Board of Directors or Architectural Review 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:

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### 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.

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Signature

## SCHEDULE OF EVENTS FOR CRR ELECTON 2023

- 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 2023 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 review applications and discuss additional potential candidates to be encouraged to apply.
- **June 16, 2023 (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.
- **Date TBD** - 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, 2023 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, 2023-** Nominating Committee presents its slate of candidates and voting materials to Board of Directors. Board approves ballot.
- **Date TBD** - Nominating Committee meets to ensure candidates informed of Candidates Forum and conduct critique of 2023 election process and develop lessons learned.
- **July 17, 2023 – 4:30pm Juniper Room** - Candidates Forum to be held before regular BOD Meeting- Nominating Committee members encouraged to attend.
- **August 1, 2023** - Ballots must be mailed to members eligible to vote no later than this date along with *Notice of Annual Meeting of Members*.
- **August 19, 2023, 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, 2023-** 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, 2023** – All candidates notified of results and results posted on website and at Admin Office. Final act of Nominating Committee 2023 is to ensure that candidates are informed of election results. BOD elected members are sworn in and seated at Work Session.

# **Board Candidate Instructions**

## **2023**

A minimum of three Board positions will be open for the September 2023 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 and any outstanding debts to the Association 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, 2023 at 4:00p.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 (541) 548-8939.

## REQUEST TO BE A CANDIDATE FOR 2023 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 Friday, May 31, 2023, I am notifying the Nominating Committee of my desire to be considered for the slate of candidates for the CRR 2023 ballot. Please consider me for: (check desired)

\_\_\_\_\_The CRR Board of Directors      \_\_\_\_\_The Architectural Review Committee.

I certify that I am an Association member and I meet the criteria of "good standing", defined as having "all" Association dues and any outstanding debts to the Association current according to Board policy, and having no outstanding County code and CC&R violations at the time of 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 May 16, 2022. (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: \_\_\_\_\_