



NOMINATION COMMITTEE HANDBOOK

2023 Election Cycle



AUGUST 4, 2022

MEMORIAL NORTHEAST HOMEOWNERS ASSOCIATION

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Committee begins

Committee Report

Definitions

Bylaws – a governing document of the Memorial Northwest Homeowners Association.

Member – Any person who is an owner of a lot within the jurisdiction of the Memorial Northwest Homeowners Association. HCAD.org may be used to validate ownership name.

Purpose

A Nomination Committee has been formed to ensure the continuity of governance in preserving property values and enhancing the quality of life of all residents with Memorial Northwest.

Objective

Ensure a slate of candidates are nominated for election for each open position to the Board of Directors for the 2023 term.

The open positions are the following:

1. Third Vice President (Deed Restriction & Architectural Control),
2. Treasurer,
3. Secretary
4. Directors for Area 1,
5. Directors for Area 3,
6. Directors for Area 5, and
7. Directors for Area 7.

The term of office for these positions is two years and expires midnight on December 31, 2024. The responsibility of each role is defined in the [Memorial Northwest Homeowners Association Bylaws](#) found on the Memorial Northwest website or files with Harris County Clerk's Office.

Committee Charter

The President shall appoint a nomination committee composed of five members of whom two may not be on the Board of Directors. The President is an ex-officio member of the committee.

The Chairman leads the committee and provides guidance to all members. All committee members report to the chair.

Any member desiring nomination may file his/her name with the Chairman of the Nomination Committee no less than seven days before the September 6, 2022, Membership Meeting (Deadline: Tuesday August 30, 7:00 PM).

The Nomination Committee shall present at least one nomination for the open positions slated for the 2023 team.

A member of the Nomination Committee may not be nominated by the Committee.

The Committee files the nomination report to the President by September 1, 2022. The Committee then presents the report to the membership at the September Membership Meeting.

Requirements for Nomination

To be nominated, a person shall be a **member** of the Association.

To be nominated, the person must be willing to serve.

To be nominated for an Area Director position, the person must reside in the area.

TPC 209.00591 cautions to potential nominees:

1. a person may not serve on the board of a property owners' association having been convicted of a felony or crime involving moral turpitude in the past 20 years, and
2. a person may not serve on the board of a property owners' association if the person cohabits at the same primary residence with another board member of the association.

Nomination Committee (proposed)

Role	Name	Email
Chairman	Cat Persino	Cat.Persino@mnwhoa.org
Member 2	Ykeshia Davis	ykeshiad@yahoo.com
Member 3	Kevins Scott	kevs747@aol.com
Member 4	Ryan Aduddell	ryan.aduddell@mnwhoa.org
Member 5	Uniqua Smith	SmithUniqua87@gmail.com
Alternate	Connie Shinaver	conniejacoshinaver@gmail.com

Summary of Director Duties (refer to bylaws for details)

Third Vice President (Deed Restriction & Architectural Control)

- Serve as chairperson and responsible for the enforcement of deed restrictions.
- Serve as chairperson of Architectural Control Committee, minimum of 3 persons, responsible for ACC.
- Responsible along with Area Directors to ascertain residences, buildings, fences, not only comply but are maintained in appearance and condition...

Treasurer

- Shall maintain records of financial accounts
- Shall deposit receipts and disburse expenses as directed by the Board, in cooperation with 1st VP.
- Responsible for investments in federally insured accounts.
- Keep current records of accounts.
- Maintain record of physical assets in use and depository when not in use.
- Prepare legal returns for taxing authorities.
- Monthly reports of fiscal status
- With reasonable notice, provide access to books and records.

- Present along with 1st VP. Annual budget at regular meeting of members

Secretary

- Shall record the votes, keep minutes and proceedings of the Board and of the members and submit all minutes as subsequent meetings for approval.

Area Directors (1, 3, 5 & 7)

- Monitor area for specific concerns, present to the Board for consideration and appropriate action, so that all Areas are treated equally.
- Monitor area to be certain property is maintained and attempt to secure compliance when feasible.
- Maintain a working relationship so as to be aware of any mitigating circumstances so that the Board does not act or appear to act harshly or unreasonably under the particular circumstances.
- Work with the Board and see that quality of life is enhanced.