



Bayview Manor Maintenance Corporation

PO Box 12362

Wilmington, DE 19850

Phone: (302) 690-4741

Email: bayviewmanor1@gmail.com

Website: www.neighborhoodlink.com/Bayview_Manor_I

Date: September 02, 2021

BOARD OF DIRECTORS 2022 TERM ELECTION- CANDIDATE NOMINATION FORM

Dear Bayview Manor Maintenance Corporation Owner:

BOARD NOMINATIONS - It's that time of year when the Corporation is looking for volunteers to run for the board. The Bayview Manor Maintenance Corporation Board of Directors consists of two (2) or more Directors, not to exceed eight (8), who manage the affairs of the Corporation. There are eight (8) open board positions, each for a ONE (1)-year term, from **January 01, 2022 to December 31, 2022**. Board positions consist of the following Officers; President, Vice-President, Secretary and Treasurer. The Architectural Review Committee (ARC) consists of an ARC Chairperson and up to three (3) ARC Members.

The Board of Directors are responsible for oversight of the community and the compliance of all owners with the CC&R's, Bylaws and Deed Restrictions. Board Members will be required to attend Board Meetings as scheduled by the Board. The election will be held at the Annual Meeting of the Members **on Saturday, October 09, 2021 at 10:00 a.m. at the Nur Shriners, 198 S. Dupont Hwy., New Castle, DE 19720**. Mark your calendars and save the date. Additional information to follow after nominations are received.

If you have an interest to serve the community, and would like to nominate yourself or another Member in the community as a candidate for the Board of Directors, please complete, sign and return the enclosed Nomination Form, Candidate Statement and Candidate Declaration to Bayview Manor Maintenance Corporation via email to bayviewmanor1@gmail.com or by mailing to PO Box 12362, Wilmington, DE 19850. Nominees will be required to attend the Annual Members Meeting. **In order to ensure that the candidate's name is placed on the election ballot, completed nomination forms, candidate statements and candidate declarations must be returned and received by Bayview Manor Maintenance Corporation by Friday, September 17, 2021, 5:00 PM.**

Please print legibly or type:

Name of Nominee/Candidate: _____

Candidate's Property Address: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Position of Interest: _____

PLEASE NOTE THAT THE CANDIDATE STATEMENT INFORMATION WILL BE SHARED WITH THE MEMBERSHIP IN ORDER FOR THEM TO MAKE AN INFORMED DECISION CONCERNING WHOM THEY WISH TO ELECT TO THE BOARD OF DIRECTORS. AS SUCH, PLEASE PRINT YOUR RESPONSES CLEARLY AND LEGIBLY.

Candidate Statement: Brief biography and description of the skills, qualifications and/or goals of the Nominee/Candidate and a few words on why the Community will benefit from your service on the board (previous experience, etc.) *The Board reserves the discretion to ask a candidate to resubmit their biography if defamatory references are made to other persons within the Corporation. _____

NOTE: Directors agree to use good business and personal judgment in their role as a Board Member. Directors cannot be compensated for their time and effort, and all members agree not to realize any personal gain from their involvement on the Board of Directors.

Signature: _____

Date: _____



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BOARD OF DIRECTORS 2022 TERM ELECTION- CANDIDATE DECLARATION

I declare under penalty of perjury that:

- (1) I am a Member of the Corporation;
- (2) I want to run as a candidate for a position on the Board of Directors.
- (3) I am a Member in good standing and I am current with the payment of all Assessments due on the unit(s) I own within the development. For the purposes of this statement, a candidate shall not be deemed to be in "good standing" if the candidate has any unpaid and past due assessments or late fee penalties that are required to be paid to the Corporation.
- (4) (A)– I (and/or my family and/or any business that I have any ownership in) do not provide any goods and/or services to BMMC or BMMC's Manager; - **OR**
(B) – I (or my family or a business that I have ownership in) provide(s) the following goods and/or services to either BMMC or its Manager: _____

(if blank, you are declaring (4)(A), above)

- (5) By signing below, I certify that the statements above are true and I qualify to be a board member pursuant to BMMC's governing documents.

Signature of candidate: _____ *Date:* _____
(Candidate must sign his/her name)

Self Nomination – ☐ Yes ☐ No

If No, did you get permission to Nominate? ☐ Yes ☐ No

Did they accept Nomination? ☐ Yes ☐ No

In order to ensure that the candidate's name is placed on the ballot, BMMC must receive your completed Nomination Form, Candidate Statement and Candidate Declaration no later than Friday, September 17, 2021.

Completed nomination forms, statements and candidate declarations should be returned to BMMC at (preferably via email):

Bayview Manor Maintenance Corporation (BMMC)

PO Box 12362

Wilmington, DE 19850

bayviewmanor1@gmail.com

Qualifications for the Director Positions: Any person seeking to run for a Director position at Bayview Manor Maintenance Corporation must: (1) be an owner; (2) be current on Assessments (i.e. – a Member in good standing); (3) not have any pending lawsuit or litigation against the Association/Corporation or its Board of Directors; (4) not been declared "of unsound mind" by a Court; (5) not have been found by a Court to have been in breach of any duty owed to the Association/Corporation under Corporation code; and (6) not have been convicted of a felony.

Thank you! Sincerely,

Bayview Manor Maintenance Corporation Board of Directors

PLEASE NOTE: This form can be found on our Neighborhood Link website: http://www.neighborhoodlink.com/Bayview_Manor_I, both pdf and Google Form. If multiple candidates are nominated, please print additional forms from website or attach additional sheets with the information requested above. Again, to ensure the candidate's name will be placed on the ballot, please have all requested information returned or submitted to BMMC by Friday, September 17, 2021.



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Board Positions

Duties of the President. The President shall be the chief executive officer of the Corporation. It shall be his or her duty to provide at all meetings of the members and Directors; to have general and active management of the business and the Corporation; to see that all orders and resolutions of the Board of Directors are carried into effect; to execute all agreements and other instruments in the name of the Corporation, and to affix the corporate seal thereto when authorized by the Board of Directors.

He or she shall have the general supervision and direction of the other officers of the Corporation and shall see that their duties are properly performed.

He or she shall submit a report of the operations of the Corporation for the year to the Directors at their meeting next preceding the annual meeting of the members and the members at their annual meeting.

He or she shall be ex-officio a member of all committees and shall have the general duties and powers of supervision and management usually vested in the office of the President of a corporation.

Vice-President. The Vice-President or Vice-Presidents, in the order designated by the Board of Directors shall be vested with all powers and required to perform all the duties of the President in his or her absence of disability and shall perform such other duties as may be prescribed by the Board of Directors.

Secretary. The Secretary shall attend all meetings of the Corporation, the Board of Directors, and any committee meetings. He or she shall act as clerk thereof and shall record all of the proceedings of such meetings in a book kept for that purpose. He or she shall give proper notice of the meetings of members and Directors and shall perform such other duties as shall be assigned to him or her by the President or the Board of Directors.

Treasurer. The Treasurer shall have custody of the funds and securities of the Corporation and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation and shall deposit all monies and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the Board of Directors.

He or she shall disburse the funds of the Corporation as may be ordered by the Board or President, taking proper vouchers for such disbursements, and shall render to the President and Directors, whenever they may require it, an account of all his or her transactions as Treasurer, and of the financial condition of the Corporation and at the regular meeting of the Board next preceding the annual members' meeting, a like report for the preceding year.

He or she shall keep an account of the members of record in such manner and subject to such regulations as the Board of Directors may prescribe.

He or she shall perform such other duties as the Board of Directors may from time to time prescribe or require.

Architectural Review Committee (ARC). The members of the Architectural Review Committee (ARC) are responsible for reviewing homeowner submissions for modifications, additions or architectural changes in the community to ensure the requests conform to the CC&R's, Declaration of Restrictions and Bylaws. In addition, this committee is responsible for reviewing all complaints received concerning violations and enforcing the CC&R's, Declaration of Restrictions and Bylaws. The ARC Committee shall consist of an ARC Chairperson to head the Committee.

The duties and responsibilities of the Chairperson shall be as follows:

- a. Shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
- b. Act as a liaison between the Board of Directors and the ARC.
- c. Shall be present at Board of Director meetings.
- d. Shall report on all violations and review applications, recommendations and such to the Board of Directors.