



## VALLEY WEST

**Nominations to stand for election to the Board of Directors of the Valley West Homeowners Association are due March 1 of each year for the election to take place at the June Annual Meeting**

Thank you for your interest in serving, or nominating an owner to serve, on the Valley West HOA Board of Directors.

The Valley West HOA is led by a 3-member Board. Board members are elected by the Valley West HOA. Any person elected to the Board is required to be a lot owner within the Valley West Subdivision or The Lakes Subdivision (or a qualified representative of an entity or trust that is the lot owner) and be entitled to vote.

Board members are elected to 3-year terms, on a rotating basis, at the Annual Meeting of the Valley West HOA in June. When elected, the Board member's term begins immediately following the Annual Meeting. The Board annually elects officers from among the Board members.

Service on the Board involves a substantial time commitment, including without limitation attending quarterly Board meetings; participating in phone calls and electronic communications between Board meetings; directing the Valley West HOA's attorney; overseeing the architectural review process; selecting, engaging, and supervising the property management company; and establishing the budget and Reserve projects. In addition, Board members typically take on special projects including leading Reserve projects and investigating opportunities on behalf of the Valley West HOA. Members of the Board have a fiduciary responsibility to act in good faith on behalf of the entire Valley West HOA.

The Board has put in place a Rule and Regulation to accept nominations for directors (attached). As part of this process, nominees (including persons who nominate themselves) for the position of Director must complete and return the following questionnaire. Responses will be shared with the current Board and with Valley West HOA prior to the time of an election.

Thank you again for your interest in serving on the Valley West HOA Board of Directors! Current and past Board members can attest to rewards of stewarding Valley West HOA's resources and shaping its future.

## NOMINATION FORM

You may complete this form on your own behalf, or to nominate an owner to stand for election to the Board. Please complete the form accordingly.

**Contact information (will not be shared with HOA members):**

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

Nominee: \_\_\_\_\_

Nominator (if different): \_\_\_\_\_

Address of qualifying lot in Valley West (including the Lakes):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (phone number of Nominee)

\_\_\_\_\_ (email address of Nominee)

**The following two pages will be shared with Valley West HOA members in advance of the June Annual Meeting.**

## NOMINATION FORM

Nominee: \_\_\_\_\_

Nominator (if different): \_\_\_\_\_

On your own behalf please provide the following information regarding the Nominee.

- How long have you (the nominee) been a member/homeowner in Valley West HOA?
- Is your residence located in original Valley West (east of Cottonwood) or the Lakes?
- Do you live full-time in Valley West/the Lakes?
- Why are you interested in serving on the Valley West HOA Board?
- What do you consider to be the primary functions of the Board?
- In your view, what are the major challenges facing the Valley West HOA right now, and how would you propose addressing them?

Nominee: \_\_\_\_\_

- How familiar are you with the HOA's governing documents, policies, and procedures?
- What will be your primary goal(s) as a Board member? Further, what initiatives would you like to see the Board pursue?
- What do you feel are your qualifications for serving on the Board? Please provide any relevant educational, professional or previous board experience.
- How much time are you willing and able to commit to the HOA Board's duties and responsibilities?
- Please declare any potential conflicts of interest (e.g., does your line of work bring you into contact with builders or homeowners associations in Gallatin County?).

Thank you again for your interest in serving on the Valley West HOA Board.

After recording, return to:  
Peak Property Management  
716 S. 20<sup>th</sup> Ave., #102  
Bozeman, MT 59718

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Eric Semerad - Gallatin County, MT    MISC



**RULE AND REGULATION  
FOR THE VALLEY WEST HOMEOWNERS' ASSOCIATION**

**NOMINATING DIRECTORS**

**A RULE AND REGULATION OF THE VALLEY WEST HOMEOWNERS' ASSOCIATION ESTABLISHING A PROCEDURE FOR THE NOMINATION OF DIRECTORS TO THE BOARD OF DIRECTORS.**

THIS RULE AND REGULATION is made and adopted this 16<sup>th</sup> day of November, 2023, by the Board of Directors ("Board") of the Valley West Homeowners' Association ("Association") pursuant to its powers described below.

**WHEREAS**, the Fifth Amended and Restated Declaration of Protective Covenants and Restrictions for Valley West ("Declaration") was recorded in the Office of the County Clerk and Recorder for Gallatin County, Montana, on June 24, 2021, as Document No. 2739047;

**WHEREAS**, the Declaration, Art. II, Section 8, authorizes the Board to adopt a rules and regulation establishing a process to accept nominations for directors either before or at the annual meeting of the Association;

**NOW, THEREFORE, THE BOARD ADOPTS THE FOLLOWING RULE AND REGULATION:**

1. At least one (1) seat on the Board is filled each year by an election at the Association's annual meeting.

2. Any person who desires to nominate himself or herself, or another person, shall complete the Nomination Form prepared by the Board. A copy of the Nomination Form may be obtained from the Association's property manager or online at the Association's website. The

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website shall also provide the property manager's mailing address and email address.

3. To be considered for a seat on the Board, Nomination Forms shall be submitted to the office of the property manager no later than March 1 of each year. Nominations are deemed submitted at the time they are hand-delivered to the office of the property manager or emailed to the property manager's email address, or if they are post-marked by March 1 and mailed to the office of the property manager.

4. Notwithstanding anything stated herein, any member of the Board may nominate a person at any time before the notice of the annual meeting is sent to the lot owners, by submitting a Nomination Form to the property manager.

5. Prior to the annual meeting, and upon request of the Board, nominees shall submit to an interview with at least two (2) members of the Board. The interview may occur in person or by remote communication so long as all participants in the meeting can hear each other.

6. Any nominee may retract his or her nomination at any time by notifying the property manager of his or her intent to retract his or her nomination.

7. The Nomination Forms for all eligible persons who desire to stand for election at the next annual meeting shall be sent to the lot owners with the notice of the annual meeting.

8. At the annual meeting, the Board may request that nominees give a speech to the lot owners. The Board may, but is not required to, recommend a nominee to the lot owners. The nominee receiving the most votes for the seat being elected shall be elected as a director. If more than one (1) seat is being filled at the annual meeting, a separate vote shall be taken for each seat.

**BE IT FURTHER STATED** that if this Rule and Regulation conflicts in any way with the Declaration or with any amendment to the Declaration, the Declaration or amendment to the Declaration shall control, but the remaining portion of this rule or regulation that does not conflict shall remain in force and effect.

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Notice of this rule and regulation is being provided by mail on the 14<sup>th</sup> day of December, 2023, and therefore this rule and regulation shall be effective on the 13<sup>th</sup> day of January, 2024.

That I am the President of the Valley West Homeowners' Association and that the foregoing is a true and correct copy of the Rule and Regulation regarding Nomination of Directors, which was approved and adopted by the Board of Directors of the Valley West Homeowners' Association on the 16<sup>th</sup> day of November, 2023.

**Valley West Homeowners' Association:**

By: *Lisa M Baker*  
Lisa Baker  
Its: President

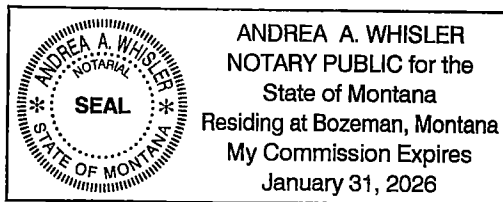
STATE of Montana        )  
  : ss.  
County of Gallatin     )

On this 20<sup>th</sup> day of November, 2023, before me, a Notary Public in and for said State, personally appeared Lisa Baker, President of the Valley West Homeowners' Association, and acknowledged to me that she executed the same as President of the Valley West Homeowners' Association.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial seal the day and year written above.

*Andrea A. Whisler*  
Notary Public

(SEAL)



*11/21/23*  
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