

Sign-in online

Newport Village at Trinity HOA

Nominations, Elections, Processes & Timelines

March 28, 2022

Election Timeline:



★ This is where we are right now

HOA Elections | Process & Timeline

- 1. Notice of Meeting letter**
- 2. Nominations**
- 3. Election packet**
- 4. Voting instructions**
- 5. Quorum required**
- 6. HOA annual meeting w/ elections**

CFW Community Engagement Team's Objective:

To set Newport Village up for success by providing neutral guidance, education and assistance during the community's first official HOA election process.

The challenges you have identified are real, and are what your elected HOA board will tackle.

General Purpose & Scope of Your HOA

What the 5-Member Elected Board will do...

Establish Processes

- Appoint Exec. Board
- Terms of office
- Meeting dates
- Communication
- Budget & dues

General Purpose & Scope of Your HOA

What the 5-Member Elected Board will do...

Establish Processes

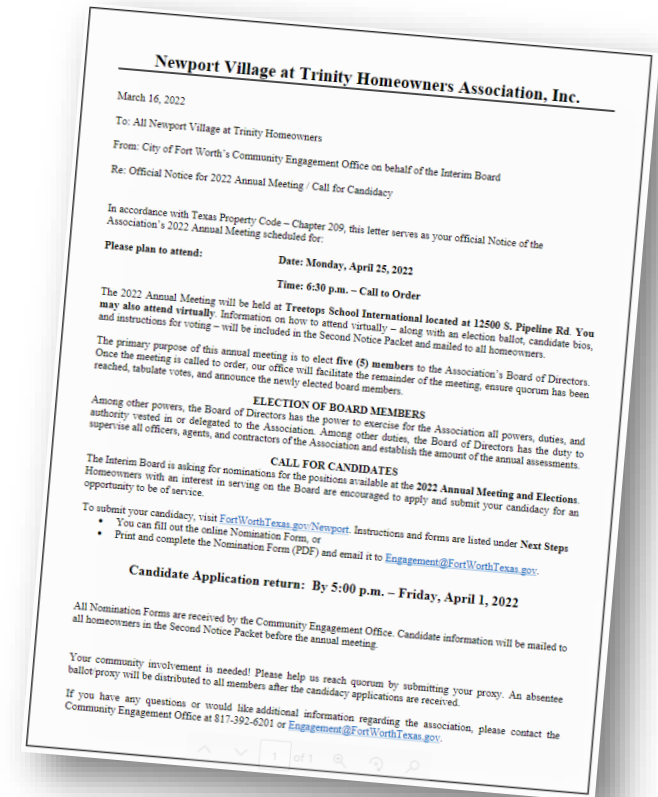
- Appoint Exec. Board
- Terms of office
- Meeting dates
- Communication
- Budget & dues

Issues, Questions & Events

- Maintenance
- Community events
- Common areas
- Property management
- Legal counsel

1. Notice of Meeting letter

- Legally required notice
- 1st step in the election process
- Mailed to all property owners on March 16, 2022
- Outlines process steps and timeline



2. Nominations

- Available on website
- Open through **April 1, 2022**
- Must be a property owner
- There are 5 board seats to fill

The image shows two overlapping forms for nominating board members. The top form is titled "Newport Village at Trinity - Willingness to Serve (Nominations for the Board)" and features the Fort Worth logo. It includes instructions and fields for Name, Address, Email, and a property ownership question. The bottom form is titled "Newport Village at Trinity Homeowners Association, Inc. Willingness to Serve (Nominations for the Board)" and includes a similar instruction block followed by numbered fields for Name, Address, Email, property ownership, years lived in the community, profession, and a section for personal involvement.

Newport Village at Trinity - Willingness to Serve (Nominations for the Board)

If you are interested in serving on Newport Village at Trinity HOA board, please fill out this form. All submissions will be received by the City of Fort Worth's Community Engagement Office. The deadline for nominations is **April 1, 2022 at 12 p.m.**

Your Name: Required

Your Address: Required

Your Email: Required

Are you a property owner? Required

Yes
 No

How many years have you lived in Newport Vill

Newport Village at Trinity Homeowners Association, Inc. Willingness to Serve (Nominations for the Board)

If you are interested in serving on Newport Village at Trinity HOA board, please fill out this form and email it back to Engagement@FortWorthTexas.gov, or use the [Board Nominations Online Form](#) (blue button) located at www.FortWorthTexas.gov/Newport.

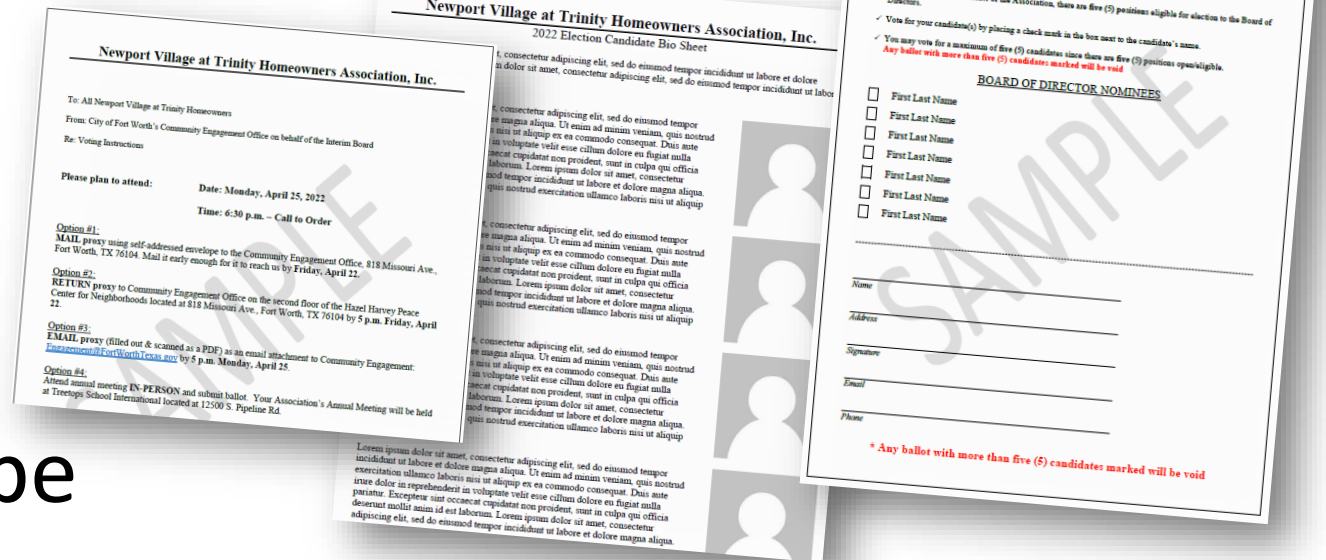
All submissions will be received by the City of Fort Worth's Community Engagement Office. All fields are required. The deadline for nominations is **April 1, 2022 at 12 p.m.**

1. Your Name: _____
2. Your Address: _____
3. Your Email: _____
4. Are you a property owner?
Note: Applicants must be an owner of record of a property within the Newport Village at Trinity Homeowners Association.
 Yes
 No
5. How many years have you lived in Newport Village at Trinity? _____
6. What is your profession? _____
7. Tell us about yourself. Please list any civil involvement, volunteer activities, and/or board positions in which you are involved (past or present) with dates/time frames.

3. Election packet

A packet containing the following will be mailed to all property owners next week:

- Voting instructions
- Candidate bios
- Ballot (vote for 5 candidates)
- Self-addressed envelope



4. Voting instructions

There are 4 methods to vote:

1. Complete & **return by mail** using included self-addressed envelope.
2. Complete & **drop off @** CFW Community Engagement Office.
3. Complete ballot **in person @** April 25th annual meeting.
4. **Email** ballot to engagement@fortworthtexas.gov

5. Quorum required

At least 30% (76 out of 253) of homeowners required.

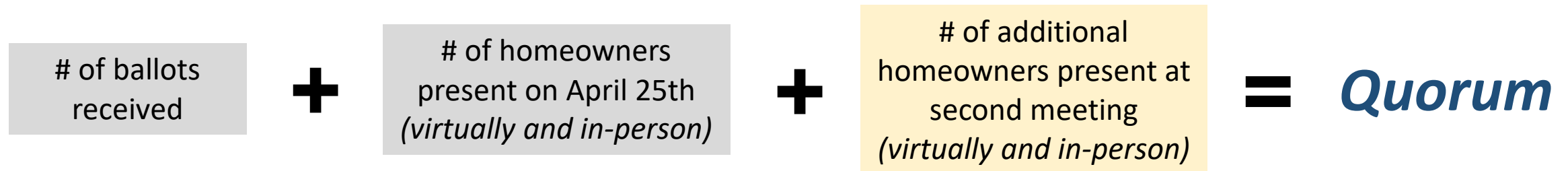
This can be achieved cumulatively:

$$\begin{array}{l} \# \text{ of ballots} \\ \text{received} \end{array} + \begin{array}{l} \# \text{ of homeowners} \\ \text{present on April 25th} \\ \text{(virtually and in-person)} \end{array} = \textit{Quorum}$$

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At least 30% (76 out of 253) of homeowners required.

This can be achieved cumulatively:



if quorum is not met at the April 25th meeting, the Board will call a second meeting. Any homeowners who attend the second meeting who were **not also present at the April 25th meeting will count toward quorum.*

6. HOA annual meeting w/ elections

- Members check in as they arrive (in-person or virtually).
- CFW verifies quorum.
- Interim Board calls meeting to order.
- CFW will count and verify ballots.
- Newly elected Board members announced.

Q&A Forum

Thank you for attending!

