

Newport Village at Trinity HOA



Nominations, Elections, Processes & Timelines

Sign-in online

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



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Issues, Questions & Events

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

1. Notice of Meeting letter

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

Newport Village at Trinity Homeowners Association, Inc. March 16, 2022 To: All Newport Village at Trinity Homeowners From: City of Fort Worth's Community Engagement Office on behalf of the Interim Board Re: Official Notice for 2022 Annual Meeting / Call for Candidacy In accordance with Texas Property Code – Chapter 209, this letter serves as your official Notice of the Association's 2022 Annual Meeting scheduled for: Date: Monday, April 25, 2022 Time: 6:30 p.m. - Call to Order The 2022 Annual Meeting will be held at Treetops School International located at 12500 S. Pipeline Rd. You 1. De 2022. Annual Meetings will be held at Treetops School International located at 12500 S. Pipeline Rd You may also attend virtually – along with an election ballot, candidate bios, and instructions for voting – will be included in the Second Notice Packet and mailed to all homeowners. The primary purpose of this annual meeting is to elect five (5) members to the Association's Board of Directors. Lee primary purpose or mis annual meeting is to elect **itve (s) memoers** to the Association's Board of Directors. Once the meeting is called to order, our office will facilitate the remainder of the meeting, ensure quorum has been ELECTION OF BOARD MEMBERS authority vested in or defegated to the Association has the power to exercise for the Association all powers, duties, and subority vested in or defegated to the Association. Among other duties, the Board of Directors has the day to supervise all officiers, agents, and contractors of the Association and establish the amount of the annual assessments. CALL FOR CANDULALES The Interim Board is asking for nominations for the positions available at the 2022 Annual Meeting and Elections The merent model of along for nominations for the positions available at the 2022 Annual Meeting and Electroni. Homeowners with an interest in serving on the Board are encouraged to apply and submit your candidacy for an To submit your candidacy, viait FortWorthTexas gov Newport. Instructions and forms are listed under Next Steps • You can fill out the calma Nomination Form, or You can fill out the online Nomination Form, or
 Print and complete the Nomination Form (PDF) and email it to Engagement@FortWorthTexas gov Candidate Application return: By 5:00 p.m. - Friday, April 1, 2022 All Nomination Forms are received by the Community Engagement Office. Candidate information will be mailed to all homeowners in the Second Notice Packet before the annual meeting. Your community involvement is needed! Please help us reach quorum by submitting your proxy. An absentee Your community involvement is necessar interp as searin quantum of automating you ballot proxy will be distributed to all members after the candidacy applications are received. If you have any questions or would like additional information regarding the association, please contact the Community Engagement Office at \$117.392-6201 or Engagement@FortWorthTexas.gov.

2. Nominations

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

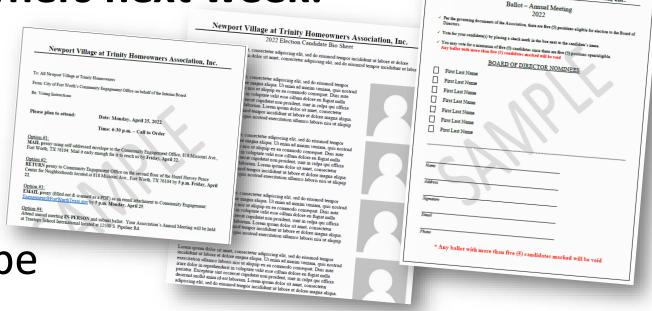
Newport Village at Trinity - Willingness to Serve (Nominations for the Board)	
If you are interested in serving on Newpo please fill out this form. All submissions w Worth's Community Engagement Office. April 1, 2022 at 12 p.m. Your Name: Required Your Address: Required	
Your Email: Required Are you a property owner? Required Yes No How many years have you lived in Newport Vill	Account of Linguests to Serve (Nominations for the Board) Using mess to Serve (Nominations for the Board) Account of the Board Antimic Mode and Alease fill and thin form and enait all to all to all the Board Mominations Chaine form (Note Note) Account of the Board Antimic Mode and Alease fill and thin form and enait all to all to all the Board Mominations Chaine form (Note Note) Account of the Board Mominations Chaine form (Note) Account of the Board Mominations Ch



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



Newport Village at Trinity Homeowners Association, Inc.



4. Voting instructions

There are 4 methods to vote:

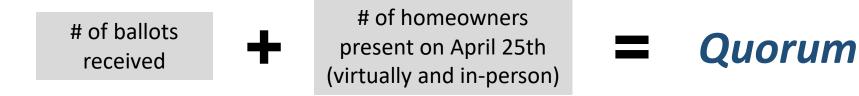
- 1. Complete & return by mail using included self-addressed envelope.
- 2. Complete & drop off @ CFW Community Engagement Office.
- 3. Complete ballot in person @ April 25th annual meeting.
- 4. Email ballot to engagement @fortworthtexas.gov



5. Quorum required

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

This can be achieved cumulatively:





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**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!

