

Karin Shulman

From: Phyllis Throckmorton
Sent: Thursday, February 16, 2017 4:39 PM
To: Karin Shulman
Subject: Intent to run for the Board of Directors

Dear Karin:

It is my intent to run for the PMCPOA Board of Directors in June 2017.

Phyllis Throckmorton

Sent from my iPad

'17 FEB 17 AM 8:19

Thank You

Phyllis Throckmorton

PMCPOA

BOARD OF DIRECTORS

CANDIDATE: PHYLLIS THROCKMORTON

POSITION PAPER

With over 30 years' experience in public and private industry I have had the opportunity to serve on many boards and committees which have provided me experience in design, implementation, and evaluation of projects. So, when asked to complete a director term for PMCPOA I felt qualified and was perfectly willing to help. The last three months as an interim director have provided me an opportunity to get close to the concerns and issues of our community and to witness multiple perspectives. This experience has determined the decision for my candidacy.

As a 30-year resident of PMC, part time and full time, my husband and I have made PMC our most treasured home. We spend all our family reunions, weddings, holidays, and celebrations in PMC. It is a practice that we want to pass on to our children and grandchildren. Over the years, we have enjoyed all the amenities that the club allows, i.e. pool, golf course, tennis courts, riding stables, bistro, game room and others. We very much appreciate our community as a small city governed by elected officials who have our best interest at heart. I have seen the PMCPOA maintain a certain status quo that has served the community well. However, a lot has changed and it is time we change with it.

One can look at the history of the board members over the years and see many names repeated. I applaud those that have served and know they will continue to be supportive. But as a part of the community and knowing that changes need to occur it is time that others step up, stop complaining and get involved. I WILL DO THAT!

If elected I will follow the excellent work that has previously been completed and will:

- Stand behind the plans for the proposed Clubhouse Complex Remodel. Keeping in mind that "a solid plan should always include many backups and alternatives."
- Support management that accommodates PMC members and has transparent and appropriate operations in all facets of association business.
- Provide healthy, fulfilling and safe activities for the aging and the youth designed to stimulate and educate.
- Enforce EC Code and Bylaws to ensure PMC beautification, safety, and secure property values.

APPENDIX C
CANDIDATE FILING REQUIREMENTS

1. A candidate must be qualified according to bylaws 6.03, 6.08, 6.10 and election rule 20.01.
2. A candidate biography/resume is required. The biography/resume shall be typed on one side of one 8 ½ x 11 piece of paper. Include membership on PMCPOA committees, experience, qualifications, and election platform.
3. A candidate is required to complete and sign the following:
 - Contact information (appendix C)
 - Candidate disclosure questionnaire (appendix E) This document shall be included in the ballot package.
 - Code of ethics (appendix F)
 - Acknowledgment of election material (appendix G)

Filing Deadline: These documents must be submitted to the Association office no later than 5:00 p.m. on April 9th. If April 9 falls on a Saturday, Sunday, or holiday the deadline shall be 5:00 p.m. on the first business day thereafter.

CONTACT INFORMATION

Name Phyllis Throckmorton
Date Received: 2-17-17
Mailing address _____
City Pine Mtn Club State CA Zip 93222
Home telephone _____ - ~~work~~ - _____
E-mail address: _____

APPENDIX D

DIRECTOR OATH OF OFFICE

As a director of the Pine Mountain Club Property Owners' Association, I __ (name) __, do solemnly swear (or affirm) that I shall perform my duties with diligence and be guided by the PMCPOA board of directors code of ethics. In so doing, I promise to act solely in the best interest of the Association, obeying all applicable laws and enforcing the governing documents. I shall not act beyond the scope of my authority nor disseminate false or misleading statements about the Association or its members, nor disseminate confidential information relating to the Association. I am honored to accept the position of director.

APPENDIX E

CANDIDATE DISCLOSURE QUESTIONNAIRE

NAME: Phyllis Throckmorton

Ownership. Are you on title to a lot in the Association?

YES NO (See note)

Assessments. Are you current in the payment of all regular and special assessments due and payable to the Association as well as late fees and interest?

YES NO (See note)

Are you a member of the board of directors for the Mil Potrero Mutual Water Company?

YES NO (See note)

Note: If you are not on title or current in your financial obligations or on the board of the Mil Potrero Mutual Water Company, you are not qualified to serve.

QUESTIONNAIRE. Your answers to the following questions will be included in the election packet to the membership.

1. **Co-Ownership.** Are you a co-owner of a lot in the Association with another candidate or anyone who will be on the board if you are elected?

YES NO

Note: If you are a co-owner with another candidate or anyone who will be on the board you cannot serve.

2. **CC&R Violations.** Do you have any outstanding fines or suspensions for violation of the Association's CC&Rs or rules?

YES NO

3. **Litigation.**

a. Are you currently an opponent in any litigation or administrative proceeding against the board of directors, Association staff or the Association?

YES NO

If "YES", you are not eligible to be a candidate for director.

4. **Criminal record.** Have you ever been convicted of a felony?

YES NO

Describe if YES: _____

5. **Conflicts of interest.**

a. Is any member of your immediate family employed by the Association? (see note 1)

YES NO

Describe if YES: _____

b. Do you have any ownership interest in or serve on the boards of any of the vendors providing services to the Association?

YES NO

Describe if YES: _____

c. Are you an employee of any of the vendors who provide services to the Association?

YES NO

Describe if YES: _____

d. Do you have family members employed by or with ownership interests in any vendors providing services to the Association?

YES NO

Describe if YES: _____

e. Are there any matters pending before the board in which you have a personal, financial or familial interest?

YES NO

Describe if YES: _____

f. Are you a member of the board of directors for Pine Mountain Club Commercial Property Owners Association or Pine Mountain Club Merchants Association?

YES NO

Describe if YES: _____

Note 1: A director shall be deemed to have a conflict of interest if that director or member of his/her immediate family is a principal, officer or employee of a party or entity involved in a matter or dispute with the board of directors, Association staff or the Association. A conflict of interest also exists if the candidate has a material financial interest in a matter before the board. Immediate family is defined as: spouse, co-habitant, children, siblings, parents, and in-laws.

Truthful Answers. I hereby file as a candidate for the election of directors. I declare that each of the answers above is complete and true to the best of my knowledge.

Signature: _____

Phyllis Throckmorton

Date: 2-17-17

APPENDIX F

PMCPOA BOARD DIRECTOR CODE OF ETHICS

As a prospective board member, you need to be aware that more is expected of those in leadership roles. Review the following statements. Signing this code of ethics solidifies your commitment to honest board service.

I, Phyllis Throckmorton, recognizing the vital responsibility I am undertaking in serving as a member of the board of directors of the PMCPOA, hereby pledge to carry out in an ethical and diligent manner the duties and obligations of a board member and will be guided in my actions by the PMCPOA board of directors code of ethics.

I shall not seek to use the powers or authority of my position as a board member to advance, endorse, promote or support the interests of any director, group or faction within the membership of the Association except where such action is pursued in connection with a matter pending before the board or being considered for presentation to the board.

As director of the PMCPOA board, I will:

1. be committed to fulfilling the mission and vision of the PMCPOA. My role as a director will focus on the development of broad policies (e.g., long-term vision, overall financial philosophy, etc.) that govern the implementation of institutional plans and purposes.
2. accept my obligation to attend all director training and orientation sessions that I am able. I understand that these sessions are vital in making sure that directors are informed of all current legal, legislative and procedural matters that affect decisions the board will make in conducting Association business.
3. keep all confidential board information confidential.
4. serve as a liaison on committees and/or task forces.
5. respect and support the majority decisions of the board.
6. immediately disclose to the board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
7. approach all board issues with an open mind, prepared to make the best decisions for everyone involved.
8. attend all open and executive meetings of the board, both regularly scheduled and specially called, and committee meetings on which I serve as liaison.
9. follow the chain of command by presenting my questions and issues to the chairperson for referral to the general manager and the staff.

10. never exercise authority, issue any statement or take any action as a board member except when authorized or directed by board action or as delegated by the board or its chairperson.
11. continue to maintain the status of a member in good standing of the PMCPOA
12. conduct myself as a trustee of the Association and do my best to ensure that it is well maintained, financially secure and operating within the best interests of those we serve.

As director of the PMCPOA board, I acknowledge the following:

1. A director shall not disclose any information discussed or communicated in executive session except (1) as authorized by the board (2) the subject matter as appears verbatim on the executive session agenda, or (3) as required by law.
2. Legal opinions and advice obtained from attorneys for the Association which are considered by the board in taking action in an open meeting or which are obtained for the guidance of a committee or employee of the Association shall be communicated to the membership or to the appropriate committee or individual. All other communications between the board and counsel which are covered by the attorney-client privilege shall not be communicated to persons not entitled thereto unless the privilege is waived by the board.
3. Actions taken by the board and statements of policy made by the board shall be promulgated by the chair of the board acting for the board as a whole. No director shall act individually to announce any such action or policy statement.


Board of Directors Candidate Signature

2-17-17
Date

**APPENDIX G
ACKNOWLEDGEMENT OF ELECTION MATERIALS**

I have received and have read a copy of the election rules and the election policy and procedures and agree to conduct my campaign for candidacy according to the rules and procedures contained in them. If the candidate filing forms required by appendix C are not submitted to the PMCPOA office as required by appendix C of this document, the nominee will be deemed in violation of the PMCPOA election rules and shall not be included on the ballot that is submitted to the memberships for consideration.

CANDIDATE FILING FORM (APPENDIX E)

My submitted Candidate Filing Form and biography/resume are a truthful and are a full representation of my qualifications and disclosures.

OATH OF OFFICE (APPENDIX F)

I agree to take the Oath of Office.

CODE OF ETHICS (APPENDIX G)

I agree to read and sign the Code of Ethics document contained in the election policy and procedures. If elected, I further agrees to abide by this document.

CANDIDATE DISCLOSURE QUESTIONNAIRE (APPENDIX E)

.My submitted candidate disclosure form is a truthful and full representation of my qualifications and disclosures.


Signed

2-17-17
Date