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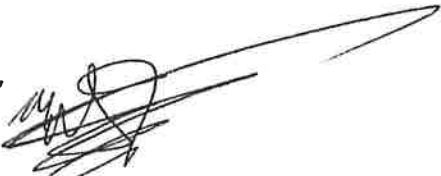
February 27, 2017

Attention, General Manager and Secretary of the Board

Dear Sir and Madam,

This letter shall serve as notice of my intention to run for a vacant three year term on the PMCPOA Board of Directors for the election to be held in June of 2017.

Regards,

A handwritten signature in black ink, appearing to be 'Bryan T. Skelly', written over a horizontal line. The signature is stylized and somewhat cursive.

Bryan T. Skelly

## RESUME

BRYAN T. SKELLY

### PMCPOA Board of Directors, 2017

My wife, Donna, and I have owned a home in PMC since 2013. In June, 2016, I retired from Intel Corporation where I had spent the previous 18+ years as an Engineering Manager in charge of a research and development department in Intel's Data Center Group, located on the University of California, Irvine. During that time, I managed department budgets of roughly \$10,000,000/yr as well as managed a direct staff of 8-13 employees and program managed multiple very complex engineering projects each year. Additionally, during my 37 years Hi-Tech Industry, I have been fortunate enough to be able to extensively travel throughout the U.S. and the world while working with the industry's finest talent. That experience has given me both a global and pragmatic perspective on the art of management. As a result, I will bring to the board my proven track record of getting projects accomplished efficiently & effectively, while being on schedule and on budget.

Further, I am a fiscal conservative. If elected to the PMCPOA Board of Directors, I will be committed to ensuring that every collected assessment dollar is spent responsibly. My current view is that the rate of increases over the last several years along with this year's proposed 6.2% increase (as published in the March, 2017 Condor) is unsustainable and is detrimental to the community's financial health. Further, that proposed increase doesn't even include the proposed additional up to \$190/year for the clubhouse upgrade project. It is appalling to me that the annual assessment will soon be more than many in the community pay in property taxes.

As a result, in conjunction with my candidacy, I have qualified the following changes to the PMCPOA Bylaws via the petition process for the June Ballot:

1. **Infrastructure Projects:** All final plans and budgets for PMCPOA infrastructure projects that exceed \$1,000,000 must be approved by a majority vote of the PMCPOA membership. The ballot verbiage must contain both the version number & date of the final proposal along with a Not to Exceed (NTE) budget amount. Further, if the project is approved by the membership and if a loan is used to finance the project which results in an increase of the annual assessments, then once the loan has been paid off, the annual assessments will be decreased by the amount that had been used for loan payments.
2. **Fiscal Responsibility:** No PMCPOA assessment money is to be used to supplement either the Bistro or the Lounge. These departments must be self-sustaining and expenses must not exceed revenues.
3. **Financial Planning & Administration Transparency:** In addition to the current published yearly budget summary proposal, the Treasurer must also publish the detailed sub-budgets for each line item on the yearly budget. Additionally, on a monthly basis, the Treasurer must also publish monthly and year to date actual expenditure data for each budget line item.

My wife and I believe that PMC is a very special place and I am committed to the sound financial stewardship of the PMCPOA. I ask for your support and vote for that effort. Thank you.

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 9<sup>th</sup>. 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 Bryan T. Skelly  
Date Received: 2/27/2017  
Mailing address \_\_\_\_\_  
City PINE MOUNTAIN CLUB State CA Zip 93222  
Home telephone \_\_\_\_\_ Work \_\_\_\_\_  
E-mail address \_\_\_\_\_

APPENDIX E

CANDIDATE DISCLOSURE QUESTIONNAIRE

NAME: Bryant Skelly

**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: \_\_\_\_\_



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

2/27/17

## 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, Bryant Skelly, 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

2/27/17  
\_\_\_\_\_  
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)**

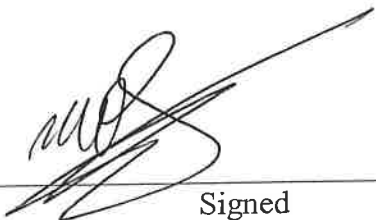
I agree to take the Oath of Office.

**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

2/27/17  
\_\_\_\_\_  
Date