

4/2/14

This is my letter of intent to run for the board.

Respectfully Submitted,

SUSAN CANDAN

P.O. Box [REDACTED] / [REDACTED]
Pine Mountain Club, CA 93222

3566-[REDACTED]

(661) 242-[REDACTED]

14 APR 2 PM 2:12

SUSAN CANAAN

My husband and I have been, permanent, residents since 2008. We retired from the San Francisco Police Department and formed our own, successful, business in Private Investigations, specializing, in civil and criminal cases. In our desire to fully retire, we began to explore various areas of California for our ideal environment. We chose PMC due to the beauty, amenities and friendly, residents it possessed. We have enjoyed our home and all that the location has to offer. In my efforts, to contribute and honor my community, I have enjoyed being a member of the Election and Equestrian Committees.

SUMMARY OF QUALIFICATIONS

Canaan Investigative Services: 2001 – 2012
Owner/Business Manager CA State License# 22303

I am an experienced investigator who conducted criminal, civil and insurance investigations throughout San Luis Obispo, Fresno, Kern and San Francisco counties. I was responsible for managing all administrative and business operations including but not limited to all aspects of accounts payable, receivable, training, technological advancement and office management.

San Francisco Police Department: 1985 – 1994
Police Officer/Foot Patrol/Vehicle Patrol/Field Training Officer/Accident Investigator

I was Post Certified in Advanced Accident Investigation, undercover robbery abatement decoy, undercover narcotics, tenderloin task force, undercover alcohol and beverage control operations, welfare/food stamp fraud operations and undercover vice who was post certified in vice investigation.

ADDITIONAL PROFESSIONAL KNOWLEDGE

Medical/Veterinary lab analysis, Phlebotomy, EKG and Echocardiology, Computer literate of multiple OS and communication platforms

PERSONAL AND PROFESSIONAL REFERENCES UPON REQUEST

APPENDIX E

CANDIDATE FILING FORM
For the 201__ Election of Directors

Filing Deadline: This form must be submitted to the Association office by no later than 5:00 p.m. (INSERT DATE).

NAME: SUSAN CANAAN

Ownership. Are you on title to a lot in the Association?
 YES NO (See note #1)

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 (if any)?
 YES NO (See note #1)

CANDIDATE BIOGRAPHY/RESUME: Please include a biography/resume of yourself to be included in the election package that will be mailed to all members. The biography/resume should be typed on one side of one 8 1/2 x 11 piece of paper. Include experience, qualifications, and election platform.

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
Describe if YES: _____

2. **CC&R Violations.** Do you have any outstanding fines or suspensions for violation of the Association's CC&Rs or Rules and Regulations?
 YES NO

3. **Litigation.**

a. Are you currently an opponent in any litigation or administrative proceeding against the Association?
 YES NO
Case Name: _____

b. Are you threatening litigation against the Association?
 YES NO
Describe if YES: _____

4. **Criminal Record.** Have you ever been convicted of a felony?
 YES NO
Describe if YES: _____

5. **Conflicts of Interest.** (See Note #2 and #3 below.)

a. Is any member of your immediate family employed by the Association?
 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: _____

Note #1

If you are not on title or current in your financial obligations, you are not qualified to be nominated.

Note #2

Immediate family is defined as: spouse, co-habitant, children, siblings, parents, and in-laws. 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 Association. A conflict of interest also exists if the candidate has a material financial interest in a matter before the Board.

Note #3

If a conflict of interest is discovered during a meeting of the Board of Directors, it shall be disclosed immediately. If it is discovered between meetings, it shall be disclosed not later than the next meeting after the discovery. The conflict shall be reflected in the minutes of the meeting at which it is disclosed.

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: Susan Canaan

Date: 4/7/14

For office use only. The following information will NOT be printed and included in the Election Packet.

CONTACT INFORMATION

Name SUSAN CANAAN

Date Received: 4/8/14

Mailing address Po Box [REDACTED]

City Pine Mountain Club State CA Zip 93222

Home telephone [REDACTED] Work [REDACTED]

E-mail address [REDACTED]@yahoo.com

APPENDIX F

DIRECTOR OATH OF OFFICE

As a Director of the Pine Mountain Club Property Owners' Association, I Sue Cannone (name), do solemnly swear (or affirm) that I shall perform my duties with diligence. In so doing, I promise to act solely in the best interest of the Association, obeying all 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 G

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.


As a Director of the PMCPOA Board, I will:

1. Be committed to fulfilling the mission and vision of the PMCPOA.
2. Keep all confidential Board information confidential.
3. Focus my efforts on the PMCPOA and not my personal goals.
4. Serve as a liaison on a committee and /or task force.
5. Refrain from using my service on this Board for my own personal advantage or for the advantage of my friends or associates. No Director shall seek to use the powers or authority of office to advance, endorse, promote or support the interests of any Director or any group or faction within a 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.
6. Respect and support the majority decisions of the Board.
7. Immediately disclose to the Board any perceived or real conflict of interest as soon as I have knowledge of the potential conflict.
8. Approach all Board issues with an open mind, prepared to make the best decisions for everyone involved.
9. Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
10. Never exercise authority, issue any statement or take any action as a Board member except when authorized or directed by Board action at a meeting or as I am delegated by the Board or its Chairperson. This provision shall not be interpreted to restrict or prohibit statements or other comments made by a director, whether pro or con, in any meeting of the Board or of the membership on any issue presented for consideration by the Board or by the membership. Furthermore, this provision shall not be interpreted to restrict or prohibit statements or other comments made by a director in writing or in person as to his/her personal rationale for having voted, or for intending to vote, on any issue presented to the Board, or being considered for presentation to the Board, except in the case of ongoing litigation, pending contracts with third parties, and cases of personnel of member discipline in which privacy must be respected.

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APPENDIX G CONTINUED

11. Continue to maintain the PMCPOA Board member candidate qualifications.
12. Consider myself a trustee of this organization and do my best to ensure that it is well maintained, financially secure and always operating within the best interests of those we serve.
13. Except as authorized by the Board, no Director shall communicate to any person who is not a director the deliberations or discussions or the substance of deliberations or discussions by the Board of Directors which take place in executive session on matters pertaining to litigation, formation of contracts with third parties, personnel or member discipline. Only the general subject matters of such discussions as they appear on the agenda of each executive session in minutes of the open board meeting and the ultimate decisions made on those matters may be communicated to persons who are not directors. To the extent possible under this paragraph, the privacy of individuals shall be respected.
14. 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.
15. A director shall disclose to the Board or membership all facts known to him/her that are material to any matter being considered by the Board or by the membership except for facts that may be privileged pursuant to law.
16. 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


Date

**APPENDIX H
PMCPOA BOARD DIRECTOR
COMMITMENT PLEDGE**

I, Susan C. [Signature], 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 a trustworthy and diligent manner the duties and obligations of my role as a Board member.

My Role:

1. I acknowledge that my primary role as a Director is (1) to understand, support and ensure fidelity to the PMCPOA mission and vision, and (2) to carry out the functions of the office of Board Member and /or Officer as stated in the Bylaws.
2. My role as a Director will focus on the development of the broad policies (e.g., long term vision, overall financial philosophy, etc.) that govern the implementation of institutional plans and purposes.

My Commitment:

I will exercise the duties and responsibilities of this office with integrity, fidelity and care.

I pledge to:

1. Maintain a good working relationship with other Board members.
2. Keep up to date on the organization's major programs and services.
3. Follow trends and important developments in the POA. Educate myself about the needs of the constituents I serve.
4. Act knowledgeable and prudently when making recommendations.
5. Recommend qualified individuals with relevant skills and experience as possible candidates for the Board.
6. Prepare for and participate in Board meetings and Committee meetings.
7. Participate in the strategic planning process.
8. Willingly volunteer and use my special skills to further the organization's mission and vision.
9. Complete all assignments in a timely manner.
10. Listen respectfully to others points of view.
11. Speak for the Board or PMCPOA only when authorized to do so.
12. Suggest agenda items for future Board and committee meetings.
13. Aid and advise the Chairperson when my help is requested.
14. Avoid burdening the staff with requests for special favors.
15. Follow the chain of command by presenting my questions and issues to the Chairperson for referral to the General Manager.
16. Ensure that any communications with the General Manager do not undermine the relationship between the Board and the Manager.
17. Avoid, in fact and perception, conflicts of interest that might embarrass the Board or organization, and disclose to the Board, in a timely manner, any possible conflicts.

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18. Attend all open and executive meetings of the Board, both regularly scheduled and specially called, monthly Board and Committee meetings and Committee Meetings on which I serve as liaison.
19. As a mark of my desire to do my fiduciary duty for the Association I accept my obligation to attend all Director Training and Orientation sessions, that I am able to, scheduled during my entire term as a Director. 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.

If for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a Board member/officer.


Board of Directors Candidate Signature


Date

**APPENDIX I
ACKNOWLEDGEMENT OF ELECTION MATERIALS**

The following documents shall be read, and agreed to. Any nominee that fails to meet any of these requirements shall be deemed in violation of the PMCPOA Election Rules and shall not be included on the ballot that is presented to the membership for consideration.

ELECTION RULES AND ELECTION PROCEDURES

I have received and read a copy of the Election Rules and Election Procedures and agree to conduct my campaign for candidacy according to the rules and procedures contained in them.

CANDIDATE FILING FORM (APPENDIX E)

The nominee must truthfully answer all questions on the Candidate Filing Form and submit the required Biography/Resume. My submitted Candidate Filing Form and biography/resume are a truthful and full representation of my qualifications and disclosures.

OATH OF OFFICE (APPENDIX F)

The nominee agrees to take the Oath of Office which is contained in the Fair Elections Manual.

CODE OF ETHICS (APPENDIX G)

The nominee agrees to read and sign the Code of Ethics document contained in the Elections Procedures. The nominee, if elected, further agrees to abide by this document.

BOARD DIRECTOR COMMITMENT PLEDGE (APPENDIX H)

The nominee agrees to read and sign the Board Member Commitment Pledge document contained in the Elections Procedures. The nominee, if elected, further agrees to abide by this document.

This document, Appendix I, must be included in the information submitted to the Corporate Secretary by the deadline for filing. If this document is not included 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.



Signed



Date