



## Resident Member Board of Directors Application

Thank you for your interest in serving on the Board of Directors for the Daybreak Community Association. Please take a few moments to tell us about your skills, experience and interest in serving as a resident Board member.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date first home closed in Daybreak: \_\_\_\_\_

Have you ever served on an Association Board or Committee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in what capacity and term: \_\_\_\_\_

List professional skills /experiences that are relevant to Board interests:

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Briefly describe why you are interested in serving as a resident Board member:

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**Please submit this completed form along with a resume of education and experience to:**

Daybreak Community Association  
11248 S Kestrel Rise Road, Suite 201  
South Jordan, UT 84009  
(801) 254-8062  
or by e-mail to: [daybreak@ccmcnet.com](mailto:daybreak@ccmcnet.com)

## Frequently Asked Questions

### **Q: What are the expectations of a Board member?**

A: Board members are expected to:

- Assist in setting policies, standards, procedures, programs and budgets for the Association by adding input on matters brought before the Board.
- Strive at all times to serve the best interests of the Association as a whole, regardless of personal interests.
- Adhere to the Board of Directors' Code of Ethics. Members must be willing to sign the Board Code of Ethics agreement. (see attached document)
- Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the Association.
- Be aware of residents' feelings regarding sensitive issues that come before the Board and share those feelings with other Board members as part of the decision-making process.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
- Always speak with one voice, supporting all duly adopted Board decisions—even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.
- Educate residents regarding decisions the Board has made when that opportunity arises in an effort to reduce speculation and the spread of erroneous information among residents.

### **Q: What are the qualifications for the position?**

A: Applicants shall meet certain requirements including:

- Owner of record on a residential property in Daybreak
- An owner in good standing, including assessments being current and there are no outstanding violations.
- Exercise sound business judgement, act in good faith and on an informed basis. This also includes:
  - Commitment to uphold the Governing Documents

- Ability to listen and assist with making informed decisions in the best interest of the Association as a whole.
  - Able to make a time commitment to participate in regular Board meetings.
  - Participate in other meetings and activities that may occur whenever possible.
  - Read and respond as necessary to emails distributed among Board members in a timely fashion since much business is conducted via email so as to minimize formal meeting time commitments.
- Serve in the best interest of the whole membership.
  - Attend a mandatory Board training session.

**Q: What are the time commitments? How many meetings are there a year?**

A: The Board meets in executive session the last Wednesday of each month from 3:30 p.m. – 5:30 p.m. Open meetings, which residents are invited to attend, are held five times a year in February, May, August, October and November; these meetings take place the last Wednesday of the month from 6 – 7 pm. The Board also conducts business via email as necessary between meetings. Occasionally, additional meetings are scheduled for special purposes. These meetings may be held either electronically or in person, or both.

**Q: What is a fiduciary? What is a Board member’s fiduciary duty?**

A: An HOA board is a deliberative body that makes decisions based on solid input. That solid input should include, but not be limited to, their own experience, facts, data, standard of care and standard of the industry, precedents set before them, and expert opinion. Using these information-gathering tools, great boards make informed decisions that are best for the community, even when those decisions may be unpopular.

A fiduciary is a person who occupies a position of trust and confidence. Board members are fiduciaries to their Association membership. Great Board members always keep this in mind when making decisions for the Association, knowing that their decisions should work toward the community as a whole, not just themselves, their neighbors or friends.

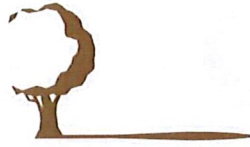
Board members hold a fiduciary responsibility to act in the best interest of the community as a whole, and for the benefit of the Association. To make decisions as fiduciaries, boards must base their decisions on logic and reason, not on emotion or fear, giving the board and the community credibility and integrity for the long term as they occupy that place of special trust and confidence.

**Q: Will there be training for the selected members?**

A: Yes. Training for the new Board members will be coordinated by the management team. It will include Association vendors, committee members and the Association's attorney. Participation in the training is mandatory.

**Q: What is the role of the management team?**

A: The onsite management team provides support to the Board by maintaining the day-to-day business of the Association. This includes administrative and clerical duties, preparing Board reports, operating and maintaining common area parks and amenities, preparing monthly financial reports and budgeting. In addition, they facilitate Association committees and work on any special projects as assigned by the Board.



D A Y B R E A K

## **Daybreak Community Association**

# **Board of Directors Ethical Standards**

The Board of Directors for the Daybreak Community Association has a fiduciary duty to act in the capacity of Director to refrain from all conflicts of interest, protect, maintain and enhance the Association on behalf of the entire membership in a manner which reflects both ethical and organizational values including:

- Accountability
- Courage
- Excellence
- Fairness
- Honesty
- Honor
- Independence
- Integrity
- Leadership
- Quality
- Responsibility
- Respect
- Social responsibility/Community
- Sustainable development
- Trust



D A Y B R E A K

## **Daybreak Community Association**

### **Board of Directors Code of Ethics**

Members of the board (including ex officio members of the board) shall at all times abide by and conform to the following code of conduct in their capacity as board members:

1. Each member of the board of directors will abide in all respects by the Daybreak Community Association Members' Code of Ethics and all other rules and regulations of the association (including but not limited to the association's articles of incorporation and bylaws) and will ensure that their membership (or the membership of the entity for which they serve as officer, director, employee, or owner, as the case may be) in the association remains in good standing at all times. Furthermore, each member of the board of directors will at all times obey all applicable federal, state and local laws and regulations and will provide or cause to provide the full cooperation of the association when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
2. Members of the board of directors will conduct the business affairs of the association in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the association and each member of the board will uphold the strict confidentiality of all meetings and other deliberations and communications of the board of directors.
4. Members of the board of directors will exercise proper authority and good judgment in their dealings with association staff, suppliers, and the general public and will respond to the needs of the association's members in a responsible, respectful, and professional manner.

5. No member of the board of directors will use any information provided by the association or acquired as a consequence of the board member's service to the association in any manner other than in furtherance of his or her board duties. Further, no member of the board of directors will misuse association property or resources and will at all times keep the association's property secure and not allow any person not authorized by the board of directors to have or use such property.
6. Each member of the board of directors will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the board's direction and oversight.
7. Upon termination of service, a retiring board member will promptly return to the association all documents, electronic and hard files, reference materials, and other property entrusted to the board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the board of directors.
8. The board of directors dedicates itself to leading by example in serving the needs of the association and its members.
9. No member of the board of directors shall persuade or attempt to persuade any employee of the association to leave the employ of the association or to become employed by any person or entity other than the association. Furthermore, no member of the board of directors shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.
10. The board of directors must act at all times in the best interests of the association and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will identify the conflict and, as required, remove themselves from all discussion and voting on the matter. Specifically, board members shall follow these guidelines:
  - Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of the association; while the receipt of incidental personal or third-party benefit may necessarily flow from certain association activities, such benefit must be merely incidental to the primary benefit to the association and its purposes;
  - Regardless of whether a Board member has voted for an item or not, you must always support the decision the Board makes as a whole.




- Do not abuse board membership by improperly using board membership or the association's staff, services, equipment, resources, or property for personal or third-party gain or pleasure; board members shall not represent to third parties that their authority as a board member extends any further than that which it actually extends;
- Do not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect the association;
- Do not engage in or facilitate any discriminatory or harassing behavior directed toward association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the association;
- Do not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association without fully disclosing such items to the board of directors

**All board members are required to sign this form agreeing to adhere to the Ethical Standards and Code of Ethics.**

  
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Natalie Gordon, Treasurer

4.27.22  
Date

  
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Scott Sherman, Resident Member

4.27.22  
Date

  
\_\_\_\_\_  
Gene Wright, Resident Member

4/27/22  
Date