

**NOMINEE PETITION**

**BOARD OF DIRECTORS FOR CAMPGROUND OF THE ROCKIES ASSOCIATION (a Non-Profit Corporation)**

**Applications must be received by July 21, 2021**

**Please print**

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

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

City, State, Zip \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_

Qualifications: Please list your background (education, experience, etc.). Information provided will be used to introduce you to the membership. Please print.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why I want to serve on the Board of Directors. Please print.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Board operates/manages the corporation. Directors are expected to actively participate and positively support the affairs of the Association and, as fiduciaries, comply with, enforce, and implement policies, act in accordance with the legal documents, and exercise confidentiality and discretion regarding the business of the Association. As specified in the By Laws, directors will be elected for two-year terms and must be members in good standing. No director shall receive compensation for any service rendered, but may be reimbursed for actual expenses incurred in the performance of his/her duties. Serving on the Board of Directors requires a time commitment from 10-15 hours a month. Treasurer and Facility positions additional time as needed during the week depending on the time of year.

Summer meetings are held June – August on the second Saturday of the month. The Annual Meeting will be held **September 4, 2021**. During the winter, a conference line is available for open meetings. Board members are expected to voice their opinion on any items that may require immediate action. Some items may require a motion and vote.

**Mail your application to: CORA, PO Box 1778, Fairplay, CO 80440**

**Or fax to: 719-836-4563 email to: [manager.cora@gmail.com](mailto:manager.cora@gmail.com)**

## **BOARD OF DIRECTORS FOR CAMPGROUND OF THE ROCKIES ASSOCIATION (a Non-Profit Corporation)**

### **OVERVIEW OF POSITIONS AND RESPONSIBILITIES/DUTIES**

**Nominees do not run for a specific position.** The first Board meeting is held immediately after the Annual meeting and positions are identified.

Our subdivision is Western Union Ranch RV Park. The lot use is covered by Covenants, Water Decrees and Land zoning. Building codes are controlled by Covenants and Park County.

Lot owners are members of CORA. CORA is registered as a non-profit corporation formed to own, operate, and manage the common areas, faculties, office, roads, utilities, water decree compliance, and covenants compliance. Please see Articles of Incorporation and By-laws.

The President runs the corporation. The President must organize and lead monthly public Board and working Director Meetings. Is the primary signer of contracts, bank authorization, investments, insurance policies, and other legal documents. The President must have a good understanding of the Articles of Incorporation, By-laws, Water Decrees, Governing policies, and Rules and Regulations.

The Vice-President acts in place of the President in his/her absence. Must work closely with the President and must have knowledge of the contracts and legal documents to ensure CORA runs smoothly.

The Treasurer must have a basic understanding of Accounting and QuickBooks. All financial transactions must be reviewed and verified. Investment (Reserve), Tax filing, and P&L statements must be available in the Office for member review. Responsible for all collections and tax delinquency tracking. The CORA Office Caretaker reports to the Treasurer. The Treasurer is a member of the Finance and Budget Committees. They must work closely with Facilities. A Handbook for the Treasurer with detail instructions was created in 2018 and will be updated annually. A laptop and printer are provided for this position. Colorado residency is preferred.

The Secretary is responsible for recording all Board meeting minutes and making them available in the Office and website (exception for public viewing is working Director Meetings). Responsible for all aspects of the three (3) annual mailings. Prepares materials for Annual Meeting. Signs and/or verifies corporate documents for State filings. Assists other Directors when required. Maintains the Board email account. Assists fellow Directors as needed.

Facilities Director is critical to the infrastructure of CORA and works directly with the CORA Facilities Caretaker and Treasurer. Knowledge of maintenance and planning projects is important. This position is responsible for the physical infrastructure; water system, sewer system, pool, pumps, roads, clubhouse, caretaker house, shed, waste disposal, and grounds. The CORA Facility Caretaker reports to this position. The Facilities Director presents long term project plans to the Budget Committee. Colorado residency is preferred.

Two (2) At-Large positions currently exist. These positions may be called upon to assist the Treasurer with annual billing statements, late payment reminders, and tax payment reminders. These positions may be called upon to assist the Secretary with annual mailings. The biggest assistance should be to the Facilities Director.

All nominees should have read the Articles of Incorporation, By-laws, Water Decrees, Governing policies, and Rules and Regulations. All documents are available on the Campground of the Rockies website in Member Only section.

**Detailed Board member job descriptions are posted on the CORA web-site, in the Lobby, or an emailed copy can be obtained upon request to [mailforcoraboard@googlegroups.com](mailto:mailforcoraboard@googlegroups.com).**