



# NEIGHBORHOOD REPRESENTATIVE APPLICATION – 2022

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

Neighborhood: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Move in Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_  
(Will be used to communicate with TMMA management during term)

Please state why you are interested in serving as a Neighborhood Representative, and if elected what you would like to do for your neighborhood.

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On the back of this sheet is a list of duties and responsibilities for a Neighborhood Representative.

Please return to [support@tmma.org](mailto:support@tmma.org)



## **NEIGHBORHOOD REPRESENTATIVE RESPONSIBILITIES**

### **DEFINITIONS**

***What is a Guidelines and Rules District Representative?*** A person selected pursuant to the Bylaws, Article IV, to represent and relay communications to the Members within a Neighborhood (excluding Declarant and the neighborhood builders) and to vote on their behalf on certain issues. Each Neighborhood Representative is entitled to cast the number of votes equal to the number of votes assigned to the Members the Neighborhood Representative represents.

There are three types of Neighborhood Representatives: those who represent Neighborhoods without Neighborhood Associations (sub-associations), those who represent Neighborhoods with Neighborhood Associations, and the Declarant's Neighborhood Representative.

***Neighborhood:*** Neighborhood means an area in the Properties in which a single Neighborhood Representative represents the voting power of all Members (other than Declarant and the neighborhood builders) owning Lots or Condominiums within such geographical area. As each portion of the annexable territory is added to the Properties, the Supplemental Declaration adding the Property will identify the Neighborhood to which the Property is assigned.

**Qualifications:** Anyone nominated to serve as a Neighborhood Representative or Alternate must be a natural person who is at least 18 years old and one of the following.

- An owner of a Lot or Condominium in the Neighborhood the person wishes to represent, who is a Member in good standing and is not a Master Association Board member, or,
- An agent of either Declarant or the neighborhood builder or an owner of property outside the residential area who is a member.

### **Neighborhood Representative Responsibilities:**

- Attend Neighborhood Representative Meetings and all quarterly Board Meetings
- Preside over Meetings of their Neighborhoods
- Cooperate with the Master Association Board
- Publicize Social Events
- Inform Members of Actions
- Assist Nominating Committee
- Coordinate Member Votes

The Neighborhood Representatives shall gather once a year for an annual meeting. The date of the annual meeting of the Neighborhood Representatives shall be set by the Board.

***Term of Office:*** Neighborhood Representatives and Alternates may serve consecutive terms. The term of office shall be two (2) years. There is no maximum limit on the number of terms a person can serve as a Neighborhood Representative or Alternate.

### ***Neighborhood with No Representative:***

If for any reason a Neighborhood does not have a Neighborhood Representative or an Alternate, the Board shall have the power to appoint a qualified person to fill the position. If no qualified person is willing to serve as Neighborhood Representative, the President of the Master Association will represent the Members in the Neighborhood for quorum purposes at Neighborhood Representative Meetings and will have the power to cast the votes the President represents as a Neighborhood Representative. Notices of all appointments must be distributed to the Members in the affected Neighborhoods within no more than sixty (60) days after the date of the appointment.