

# FAIRFIELD HARBOUR

March 21, 2016

Dear Candidate for the 2016 FHPOA Election of Directors,

Enclosed please find a letter of instruction and the forms required to submit your nomination as a candidate for the 2016 FHPOA Election of Directors. There will be two (2) open positions this year and any member in good standing who is at least twenty-one years of age is invited to run for one of those positions. The following are important dates regarding your nomination and campaign:

May 2, 2016 by 4:30pm EDST	Deadline to submit nomination forms
May 6, 2016 by 4:30pm EDST	Deadline to submit information to The Beacon
May 6, 2016 by 4:30pm EDST	Deadline to withdraw nomination & Beacon article
May 11, 2016	Meet the Candidates Night – 7:00pm FHPOA–CC

While candidates are not required to submit a candidate information sheet as part of their nomination or place a photo and brief biography with The Beacon, it is strongly encouraged as a means to promote your qualifications and platform for office. Any materials submitted will be reproduced exactly as received.

If you have any questions after reviewing the enclosed materials, please feel free to contact the FHPOA office by any of the following means:

Email: [fhpoa@suddenlinkmail.com](mailto:fhpoa@suddenlinkmail.com)  
Phone: 252-633-5500  
Fax: 252-635-2151

Best wishes and good luck!



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Gloria Hodgert, Board Secretary  
Fairfield Harbour Property Owners Association Inc.



**March 21, 2016 IMPORTANT!**

**FAIRFIELD HARBOUR PROPERTY OWNERS ASSOCIATION INC.  
PACKET REGARDING PLACEMENT OF NAME(S)  
IN NOMINATION FOR 2016 BOARD OF DIRECTORS ELECTION**

The purpose of this letter is to advise you of procedures for qualifying as a candidate for the Fairfield Harbour Property Owners Association Board of Directors.

**Qualifying for the Board**

The POA encourages everyone who is interested in either running for the Board, or nominating another member to run for the Board, to be mindful of the following information and to adhere to the following procedures per Fairfield Harbour POA Board Resolution 2011-01.

Any member in good standing who is at least twenty-one years of age may have his or her name placed on the ballot for the Election of Directors pursuant to the procedures established in the current By-Laws and Resolution 2011-01.

On or before **May 02, 2016**, each member running for an open Directors position or nominating another member must submit the attached, approved FHPOA "Notice of Intent to Become a Candidate/Nomination Form." This is a dual purpose form and allows you to:

- Give notice of your own written intent by completing the enclosed form **OR**
- Provide a nomination of another member (with written permission from that member).

These forms must be delivered either by mail, facsimile, e-mail, or in person to the Fairfield Harbour Property Owners Association mailing address at 902 Coral Reef Drive, New Bern, NC 28560.

**Note: DEADLINE for return of the "Notice of Intent to Become a Candidate Nomination Form" is by May 02, 2016, prior to the close of business at 4:30 PM EDST.**

**Other**

Each candidate may submit an optional information sheet (sample enclosed) that is no larger than 8 ½ x 11 inches, containing his or her qualifications and/or platform for office. The information sheet must be submitted to the Association at the same time as the notice of intent/nomination. It will be photocopied (when received) by administrative staff exactly as received and then be submitted to the membership along with the notice of intent/nomination forms.

The notices of intent/nomination forms, informational sheets received, and ballots listing all candidates in alphabetical order will be mailed to all voting members on or about May 13, 2016.

Results of the election of directors will be announced at the FHPOA Annual Meeting, scheduled for June 29, 2016.

Should you have any questions about the enclosed, please feel free to contact the FHPOA office by email: [fhpoa@suddenlinkmail.com](mailto:fhpoa@suddenlinkmail.com) or by phone: (252) 633-5500 or by fax: (252) 635-2154

# **REQUIRED APPROVED FHPOA NOMINATION FORM**

## **NOTICE OF INTENT TO BECOME A CANDIDATE/NOMINATION FORM FOR THE BOARD OF DIRECTORS FAIRFIELD HARBOUR PROPERTY OWNERS ASSOCIATION, INC.**

**Deadline for Submission: May 2, 2016**  
(Close of business in 4:30 PM EDST.)

**Please complete only one sheet per nomination**

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### **OPTION 1- Self-Nomination**

I, (please print) \_\_\_\_\_ hereby place my name in nomination as a candidate for the Board of Directors of the Fairfield Harbour Property Owners Association, Inc.

I understand that I am solely responsible for the accuracy of the information contained on the informational sheet that I enclose and that it will be distributed exactly as received by the POA to all members. I understand that the (optional) information sheet must be turned in at the same time as this required nomination form in order to be considered and photocopied for inclusion in the balloting packet provided by the POA.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**OR**

### **OPTION 2- Nomination of Another Individual**

I, (please print) \_\_\_\_\_ hereby nominate (please print

Nominee's name) \_\_\_\_\_ as a candidate for the Board of Directors of the Fairfield Harbour Property Owners Association, Inc.

\_\_\_\_\_  
Signature of Nominating Member

\_\_\_\_\_  
Date

**Nominating member is to obtain nominee's signature below or nominee cannot be placed on the ballot:** My (nominee's) signature below represents acceptance of my nomination as a candidate for the Board of Directors of the Fairfield Harbour Property Owners Association, Inc. I understand that I am solely responsible for the accuracy of the information contained on the information sheet that I enclose and that it will be distributed exactly as received by the POA to all members. I understand that the (optional) information sheet must be turned in at the same time as this required nomination form in order to be considered and photocopied for inclusion in the balloting packet provided by the POA.

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

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For office use only: **Received Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

By (circle) in-person, fax, e-mail, regular mail

Initials of CAS Personnel receiving notice: \_\_\_\_\_

