



## INFO DOCUMENT AP – Nomination Application

### Lakes at Polaris Condominium Association Board of Directors Candidate Nomination Application Annual Meeting – 2026

At the annual meeting Three (3) Board of Directors terms will be elected as follows:

Directors - Three (3) year terms. The meeting will take place at:

**The Lakes at Polaris Clubhouse, 9050 Polaris Lakes Drive, Columbus, Ohio 43240.**

The current Board of Directors encourages any unit owner or unit owner’s spouse to consider joining the Board as one of six directors who take an active part in the decision making that is necessary to manage our community. These individuals should have the desire to work with others in achieving common goals such as the improvement of property values and the overall harmony, beautification and safety of Lakes at Polaris. The role of a Director in a Community Association is explained below. If you are interested in being a candidate, but still have questions, please contact one of the current Board members or the Management Company.

If you would like to be a candidate, or if you would like to nominate someone, and that individual has consented, please choose Option 1 or Option 2 below, answer the questions, and mail or email the form to: *Lakes at Polaris Board of Directors, Lakes at Polaris, c/o [Management Company]*. This information will be used to introduce you (or the nominee) as a candidate at the annual meeting.

***Please limit the length of the application to the space allowance on the form below.***

**Option 1:** I, \_\_\_\_\_ (print full name), hereby nominate myself as a candidate for a position on the Board of Directors of Lakes at Polaris Condominium Association for the election to be held on \_\_\_\_\_.

**Option 2:** I, \_\_\_\_\_ (print full name), hereby nominate

\_\_\_\_\_ (print full name), as a candidate for a position on the Board of Directors of Lakes at Polaris Condominium Association for the election to be held on \_\_\_\_\_.

Address of nominee: \_\_\_\_\_

Length of time nominee has lived in Lakes at Polaris: \_\_\_\_\_

Occupation/Employer: \_\_\_\_\_

Experience, Interests, Education: \_\_\_\_\_

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

Explain why you want to be elected (or why are you nominating this individual) to the Board of Directors?

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



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

### Role of a Director in a Community Association

All of the unit owners in a condominium community are known as the Association. The Association is managed by a Board composed of six Directors. The Board of Directors represents all owners of the Lakes at Polaris Association in making decision on behalf of the Association. A property management company is contracted by the Board to assist in the management process.

Two Director terms expire each year. Unit owners or owner’s spouses may nominate themselves or be nominated by another owner. A nominating committee appointed by the Board nominates individuals to fill these positions. Nominations may also be made from the floor at the annual meeting.

Owners or owner’s spouses interested in becoming a Board Director submit a biographical sketch prior to the annual meeting in March. They are encouraged to introduce themselves and present the information contained in the biography to the owners at the meeting.

Owners present at the Association’s annual meeting elect the Directors. An organization meeting is held immediately after the annual meeting to elect a President, Secretary and Treasurer.

### What are the qualification requirements for becoming a Board Director?

A nominee must be an owner or an owner’s spouse. A nominee should have a strong interest in the welfare of the community, be willing and able to attend monthly meetings and an occasional executive session (special meetings where issues such as legal matters are discussed). In addition to practical experience that one may bring as a Board Director, creative problem-solving, an open mind, and good listening and interpretive skills are valuable qualifications. Directors often communicate online using e-mail, (this helps to reduce the number of meetings) so access to a computer is extremely helpful.

### What are the duties of a director?

Serving as a Director is voluntary and without pay. At Board meetings, Directors follow an agenda prepared by the President and the Property Manager. They interact with the other Directors as items are discussed. They establish goals, a budget and determine maintenance priorities.

Few Directors elected to the Board have prior experience on how to manage a community. A learning curve is expected. It will also take a few meetings to become familiar with some of the issues in the community that the Board has already been discussing. A Director should exercise common sense, good judgment and a desire to keep the community operating safely and within budget.

Any other comments:

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