



GOLF COURSE LIVING, CLOSE TO EVERYTHING

**Pine Creek Village Association  
Neighborhood Representatives**

In order to be selected for and/or to retain a position as a PCVA Neighborhood Representative, individuals should possess/demonstrate the following traits, abilities and/or qualifications:

1. Basic understanding of the letter and spirit of all PCVA governing documents, including but not limited to its Covenants, Conditions and Restrictions, By-Laws, and Community Guidelines.
2. Review and discuss matters with objectivity, consistency, efficiency and reasonableness.
3. Routinely attend scheduled meetings in their entirety and with punctuality.
4. Listen to and respect the perspectives of others.
5. Contribute to a positive, collaborative, solutions-oriented atmosphere
6. Special skills, knowledge and/or background that is useful to the Community
7. Service-oriented attitude
8. History of few or (preferably) no late payments of assessments, covenant violations or other negative issues, with any such matters being corrected in a timely and cooperative manner.
9. An absence of any conflicting interests, real or perceived, or public image that would be contrary to the goals, standards and/or orderly conduct of the PCVA or MC

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## **Neighborhood Representative Duties and Qualifications**

### **Duties**

1. Serve as **neighborhood point of contact** for the Association, answering questions about Association business, assisting residents within their neighborhood to understand their privileges, rights and responsibilities as a Member, and promoting a neighborhood effort to uphold the community's standards.
2. **Solicit feedback from Members** within their neighborhood on behalf of the Board of Directors, establishing a medium of communication with Members within their neighborhood, and provide a summary of the feedback to the Board (or Management, as directed) in a timely manner.
3. Serve as a **representative for individuals** within their neighborhood to promote consideration of their ideas and perspectives, and amicable and equitable resolution of matters of dispute, for the overall good of the neighborhood and community at large.
4. To **solicit and communicate phone numbers and email addresses** of Members and residents within their neighborhood (subject to their permission) to Management to maximize the communication of the Association.
5. To assist the Board and/or Management with the **distribution of information** within the Neighborhood as called upon.
6. To **promote committee participation** by Members within their neighborhood, being familiar with their special skills and interests and encouraging Members to apply them to support the overall purpose of the Association
7. To **promote involvement in community activities**, being a positive example of promoting community spirit.
8. To **participate in called meetings of the Board of Directors and Neighborhood Representatives** (i.e. budget meetings, strategy/planning meetings) to provide greater breadth of input for Board consideration and greater effectiveness.

The Neighborhood Representative of those neighborhoods that have reached 75% of home closings also performs the following duties as their

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neighborhood's Voting Delegate, pursuant to Section 3.4 (b) – Voting Delegates of the Declaration of Covenants, Conditions and Restrictions:

9. **Participate in the following events**, casting the votes of the Members within his/her neighborhood as directed by them and casting all remaining votes in his/her best judgment:

A. **Annual and Budget Ratification Meetings**

B. **Election of Members to the Board of Directors**

### **Qualifications**

Neighborhood Representatives will be elected pursuant to Section 3.4 (b) – Voting Delegates of the Declaration of Covenants, Conditions and Restrictions. In order to be selected for and/or to retain a position as a Neighborhood Representative, individuals should possess/demonstrate the following traits, abilities and/or qualifications:

10. Basic understanding of the letter and spirit of all PCVA governing documents, including but not limited to its Covenants, Conditions and Restrictions, By-Laws, and Community Guidelines.
11. Review and discuss matters with objectivity, consistency, efficiency and reasonableness.
12. Routinely attend scheduled meetings in their entirety and with punctuality.
13. Listen to and respect the perspectives of others.
14. Contribute to a positive, collaborative, solutions-oriented atmosphere.
15. Special skills, knowledge and/or background that is useful to the Community.
16. Service-oriented attitude.
17. History of few or (preferably) no late payments of assessments, covenant violations or other negative issues, with any such matters being corrected in a timely and cooperative manner.
18. An absence of any conflicting interests, real or perceived, or public image that would be contrary to the goals, standards and/or orderly conduct of the PCVA.

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