



JACKSONVILLE RANCH CLUB 1 - OCTOBER 2024

Community Volunteers WANTED

Want to Volunteer?

The Nomination Form indicating your “*intent to run*” for one of the openings, and the Community Interest Form are provided in this mailing and are available online at JRCHOA.org and the Jacksonville Ranch “My Community” page on www.ElimServices.com.

Please return completed forms to:
Info@ElimServices.com
no later than
OCTOBER 23, 2024

Managed by Elim Services

www.ElimServices.com

(904) 241-8886

Visit the Elim Website for resources such as governing documents and forms (ARB, compliance, maintenance concerns, etc.)



Please consider volunteering for the association Board of Directors or one of the Committees. You will be an integral part of your community. You can make a great impact on the neighborhood to make it a better place to live.

HOA Board of Directors

The requirements and best practices are:

- Be a member in good standing (owner, not delinquent, no felony conviction)
- Certify that you will put the interests of the community first and conduct business in a professional and civil manner.
- Discuss association business only in duly noticed Board meetings. (not on Social Media.)
- Commit to following community’s governing documents and Florida’s statutes.
- Complete the 4 hours of training and board certification required by Florida Statutes.)
- Meetings are, at least quarterly, but are being held more frequently for association business needs. Elim provides notices, and documenting minutes for official association records. The Board directs the agenda and facilitation guidelines.
- Board reports are sent monthly for community issues, and financials. Reviewing those probably takes about an hour monthly, unless there are larger projects underway. Reports are sent via email and we use Microsoft Word and Excel, as well as Adobe PDF.
- Board members conduct the business of the association.

Architectural Review Committee

The requirements and best practices are:

- Be a member in good standing (owner, not delinquent, no felony conviction)
- Must have some knowledge of residential construction and ability to read and understand blueprints.
- Currently meeting every two weeks to review ARB submissions. Elim helps with notices, facilitation, documentation of minutes and notifications to owners. The committee members vote to decide on the submitted plans – approve, approve with limitations, deny.

Community Maintenance Committee

The requirements and best practices are:

- Be a member in good standing (owner, not delinquent, no felony conviction)
- Sign a Release of Liability Waiver
- General Maintenance skills

Please let Elim Services or one of the existing board members know if you have any questions about volunteering. We can go over some of the FAQs such as time commitments, meeting protocols, association and state requirements, etc.



Notice of Intent to Run for Board and Community Interest Form

I, _____, hereby place my name in nomination for the Board of Directors for Jacksonville Ranch Club 1 Owners Association, Inc. I own the following parcel(s):

Date _____ Phone _____

Email _____ Signature _____

Note: Under the provisions Florida Statutes Chapter 720, you must satisfy the following requirements:

- ☐ I currently own a home/parcel in the Association.
- ☐ The property is not more than 90 days' delinquent in the payment of any assessment, fee or fine.
- ☐ I have not been convicted of any felony in Florida or in a United States District or Territorial Court, or been convicted of any offense in another jurisdiction that would be considered a felony if committed in Florida in the last five years.
- ☐ I agree to complete the required 4-hour Board Certification course within 90 days of appointment and 4 hours of continuing education every year following.

By signing this form, you are stating that you meet the requirements stated and are eligible to serve on the Board of Directors. Please complete and return along with the Community Interest Form. You may also submit an information sheet (resume) with your Notice of Intent. The information sheet must be a one-sided 8.5" x 11" sheet of paper.

Forms may be submitted by US mail, e-mail or fax.

Jacksonville Ranch Club 1 Owners Association, Inc.
c/o Elim Services, Inc.
1941 Mayport Road
Atlantic Beach, FL 32233

Fax: (904) 212-2103 E-mail: Info@ElimServices.com

Email is the preferred method of return – Please return no later than **October 23rd** to allow for preparation of a ballot for use at the annual meeting.

Jacksonville Ranch Club 1 Owners Association, Inc.

www.ElimServices.com 1941 Mayport Road, Atlantic Beach, FL 32233 (904) 241-8886



Name: _____

Email: _____

Mailing Address: _____

Property Address: _____

Purchase Date of Property/Home : _____

Name(s) on Deed: _____

Actively live in the community: Yes/No

If yes, how many years and months? _____

Skill/Abilities to Assist Board or Committee: _____

Volunteer Experience (specify Where/When/Type of Experience) _____

of Board Meetings attended in the last year: _____

Reason(s) interested in becoming a board member Or Committee Member:

Current or Prior Employment Role and Responsibilities: _____

Educational Background: _____

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Candidate Statement – Please tell us about yourself and how you can provide a positive impact to the board and our community: _____

Skills: Please indicate skills and experience that you have. Use the remainder of the form to add detail if desired.

	Financial Statements		Permit & City Regulations		Budgeting
	Business Management		Law/Legal		Vendor Management
	Web Design		Collections		Contracts/Leases
	Event Planning		Landscape Issues		
	Community Service		Computer Skills		

Other Information:

Please consider me for the following:

- ☐ Board of Directors ONLY
- ☐ Architectural Review Committee
- ☐ Maintenance Committee
- ☐ Any of the above