

# **KISSING CAMELS PROPERTY OWNERS ASSOCIATION** **KCPOA VOLUNTEER APPLICATION**

**KCPOA Mission Statement:** Kissing Camels Property Owners Association is committed to providing a safe, secure, and attractive living environment for the residents of Kissing Camels Estates. Its Executive Board of resident volunteer leaders, striving for excellence, will use best practices in managing the Association and its finances for the benefit of Kissing Camels Estates residents.

**(Please carefully review the attached committee/position descriptions)**

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

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

**Phone Numbers: Home** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Resident of KCPOA since?** \_\_\_\_\_ **Months Per Year in Residence?** \_\_\_\_\_

**Which committee/position are you volunteering for, and why?**

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**What specific skills and qualifications do you have that are a benefit to this position?**

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**Please describe your current or previous volunteer experience, with an HOA or other?**

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**Will you commit to regular attendance at meetings?** \_\_\_\_\_

Acknowledgment: I understand that not all committee positions may be open at any given time and that the Executive Board reviews volunteer applications prior to any committee appointment. Executive Board members are generally nominated and elected at the Annual Meeting.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date Signed**

Please complete this form and email by clicking on the button at the top of the page, or print and email, or drop off at the KCPOA Management Office: 1365 Garden of the Gods Road, Suite 108, Colorado Springs, CO 80907.

Email: [community.manager@kc-poa.com](mailto:community.manager@kc-poa.com)

## **KCPOA COMMITTEE/POSITION DESCRIPTIONS AND REQUIREMENTS**

### **1. Architectural Review Committee – ARC (current chair: Barbara Rist)**

Responsible for review and approval of all applications and Design Packages for New Construction, Remodel, and Residential Landscape projects in Kissing Camel Estates; assist applicants through the design review process; ensure adherence to approved KCPOA Design Guidelines and Covenant Standards.

Requirements: An interest in residential design and construction and/or landscape design and installation. Previous experience in the construction, design and/or landscape fields is desirable. The ability to read property and topographical surveys, construction plans, engineering reports and landscape plans is a plus, but not required.

Meetings: Second Tuesday of every month at 2:00pm.

### **2. Common Area Landscape Maintenance Committee – CALM (current chair: Brad Harvey)**

Responsible for the maintenance and beautification of all “Common Area” landscaping throughout Kissing Camels Estates; placement and maintenance of all holiday lighting and décor; oversight of special projects within KCE such as the Boy Scouts Flag Program.

Requirements: An interest in horticulture and a creative eye for recommending flower schemes, holiday lighting, and common are landscape improvements.

Meetings: Third Wednesday of every month at 10:00am.

### **3. Covenant Committee – CC (current chair: Jerry Schaefer)**

Responsible for enforcing KCPOA covenants, rules, and policies; hears and reviews resident responses to covenant violations or written complaints, including owner’s special circumstances; weighs evidence presented to determine when/if fines are applicable; reviews and prepares recommendations on the Rules & Regulations and other KCPOA Policies as requested by the Executive Board.

Requirements: Knowledge of KCPOA CC&Rs and Rules & Regulations and/or willingness to familiarize yourself with the aforementioned documents.

Meetings: Third Wednesday of every odd month at 1:30pm.

### **4. Finance Committee – FC (current chair: Lynn Kehler)**

Responsible for reviewing monthly financial statements and related reports, comparing monthly results to budget, preparing and recommending the annual budget for approval, securing insurance for the association, investing operating and reserve funds, coordinating the annual independent audit and tax filings, and providing general financial guidance and recommendations to the Executive Board.

Requirements: Strong financial background; recent CPA firm experience preferred, HOA tax knowledge desirable, but not required.

Meetings: Third Tuesday of every month at 8:30am.

### **5. Infrastructure Committee – IC (current chair: John Hurwitz)**

Responsible for assisting the Executive Board in addressing its responsibilities with respect to land, roads, drainage, and new developments; ensures that all components under its purview meet high standards and

that new developments maintain the unique aesthetic of Kissing Camels Estates; ensures KCPOA's infrastructure is well-designed now and able to be maintained for years into the future.

Requirements: Ability to read development plans, topographical surveys, construction plans, engineering reports and landscape plans. Construction, real estate development and/or engineering background is a plus.

Meetings: Second Thursday of every month at 3:00pm.

## **6. Security and Communications Committee – SCC (current chair: Luke Travins)**

Responsible for assisting the Executive Board with analyzing programs to promote resident safety; assists with communications from the KCPOA management office; evaluates the performance of Allied Universal security personnel; enforces traffic safety including placement of digital driver feedback signs; determines security camera locations based on expert consultation, and recommends security and safety upgrades; reviews security policies and helps enforce compliance; reviews Security reports; monitors security breaches and evaluates prevention, including perimeter fence repairs and upgrades.

Preferred Requirements: Previous experience in the security and safety fields and/or law enforcement, fire and emergency medical background is desirable. Business background in systems, analysis, and reporting. Working understanding of the community.

Meetings: Third Thursday of every month at 3:30pm.

## **7. Executive Board – EB (current president: Scott Hente)**

Responsible for the overall direction of KCPOA and the management of its operations through a full-time Community Manager. This includes security & safety, architectural control, budgeting & finance, covenant enforcement, infrastructure, and communications with the membership. EB members also serve as a Board Liaison on another KCPOA committee. Per KCPOA Bylaws, EB candidates are nominated by the Nominating Committee and voted upon at the Annual Meeting. A vacancy on the EB, occurring between annual meetings, may be filled via appointment by the EB.

Requirements: Experience in business, management and/or finance. Prior service on one or more KCPOA committees, prior to seeking a board seat, is beneficial though not required.

Meetings: Fourth Thursday of every month at 3:00pm. Other meetings as required.