



Volunteer Form for Board Appointment

If you would like to volunteer for a seat on the Board of Directors for Villages at Creekwood Homeowners Association Inc., please complete and return this Volunteer Form by or before the deadline. To ensure your name is considered, we must receive this form by or before April 7, 2024, at 5:00 p.m. Deadline for Candidates to Rescind their application, should you wish to do so, is Monday, April 8th by 5:00pm.

Nominee’s Name: _____

Address: _____

Email Address: _____ Alternate Email Address: _____

Phone Number: _____ / _____ / _____ Alternate Phone Number: _____

Nominee’s Signature: _____ Date: _____ / _____ / 2024

Volunteer Statement

Please tell us about yourself, as well as your vision and goals for Villages at Creekwood Community.

Why would you like to serve on the Board of Directors? _____

Please list previous board position and/ or experience: _____

Issues you feel need to be addressed by the Board of Directors in your community: _____

Any prior commitments that may prevent you from actively serving on the Board of Directors?

Please circle Yes / No

By submitting this form, I acknowledge that I accept the responsibilities as described in Villages at Creekwood Homeowners Association, Inc. Bylaws.

Thank you for your interest in volunteering to serve your community!

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030
www.villagesatcreekwoodhoa.com



INFORMATIONAL PAGE – CORPORATE TRANSPARENCY ACT

What is the Corporate Transparency Act?

In October 2023, the Corporate Transparency Act (the “CTA”) affecting small businesses and non-profit corporations was passed by the State Legislature. The new law mandates that small businesses and non-profit organizations across the U.S. must file a Beneficial Information Report (a “BOI”) with the Financial Crimes Enforcement Network (“FinCen”). The CTA went into effect January 1, 2024, and will require all Board Members to register their information in the FinCen database. Essex or a reporting party of the Board’s choosing will be responsible for registering each Board Member’s information and the purpose of this notice is to bring awareness to this new law and the requirements you will be asked to comply with in the event you are appointed / elected to the Board.

We are told this is part of the National Defense Authorization Act to help prevent and fight tax fraud, money laundering, financing of terrorism, and corruption. The law requires all small to midsize businesses and non-profits with the exception of a rare number of exclusions, to report specific information about their business’s ownership interests and update that information as it changes.

In respect to non-profit corporations, a Beneficial Owner applies to each Board Member. Essex works alongside the current Board of Directors to ensure the required information is obtained and registered in the FinCen database as promptly as possible. **Please be advised, if you complete a candidate form and are appointed / elected to the Board of Directors, you will be required to cooperate with the Managing Agent and provide specific information about yourself.** Below is a sample list of the type of information you may be required to provide.

- A copy of your current, valid driver’s license or a copy of your passport; and
- Your full current mailing address if different from your property address

Thank you for your interest in serving on your Board of Directors. As you consider running for a seat on the Board of Directors, we want to make sure you are informed of the CTA and its requirements. Should you have any questions, please feel free to contact your Association Manager, submit an inquiry under the “Contact Us” tab on your Association’s website, or e-mail exadmin@essexhoa.com for assistance.

Warm Regards,

Essex Association Management, LP, Managing Agent,
On behalf of Villages at Creekwood Homeowners Association, Inc.

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