



17921 Sweetwater Club Circle  
Austin, TX 78738  
+1.737.717.0305 | [www.Sweetwaterlife.com](http://www.Sweetwaterlife.com)

### **NEIGHBORHOOD DELEGATE**

**Purpose:** The institution of Neighborhood Delegate 'Delegates' is intended to streamline and equalize representation for each neighborhood within the community. Delegates are not members of the Board of Directors and thus do not have such powers, however, serve a crucial role in communicating on behalf of their neighbors collectively.

**Term:** The Neighborhood Delegate is elected by residents of the community for a one-year term. Beginning in December of each year and carrying through November of the following year. Neighborhood Delegate candidates with the highest number of votes will become Neighborhood Delegate and candidates with the second highest number of votes will become the Alternate Neighborhood Delegate.

#### **Important Note**

A Neighborhood Delegate cannot miss two consecutive meetings without advance notice to the HOA.

If a Neighborhood Delegate is unable to serve the remainder of their term, thereby creating a vacancy, the alternate Delegate will have the opportunity to serve the remainder of the Delegate's term. A replacement may also be selected by the Board to serve the remainder of the term.

#### **Responsibilities:**

- Read and understand the Governing Documents of Sweetwater Master Community, as well a community operating protocols as it pertains to Architectural Reviews and Covenant Enforcement.
- Attend quarterly meetings and the Annual Meeting of the Board of Directors and be prepared to represent their neighborhood.
- Cultivate positive rapport with neighborhood members.
- Communicate with the Association Manager regarding the on-going needs or concerns of their neighborhood with a solution driven approach.

#### **Qualifications:**

1. Own property in a Sweetwater Master Community neighborhood.
2. Be in good standing with the Homeowners Association (Current HOA Assessment Balance and NO outstanding non-compliance notices).
3. Have access to an email to be used solely for Neighborhood Delegate purposes.

Neighborhood Delegates are asked to assess the level of availability they would prefer to maintain within the neighborhoods they represent. The objective of this volunteer role is to streamline and equalize representation for all the neighborhoods in Sweetwater. The association does not have a set criterion for Delegate availability. Delegates are encouraged to set expectations to suit their preference and methods of availability within their neighborhoods.

All homeowners are asked to respect the privacy of their Delegate and acknowledge that the Association office is still their first line of contact for all routine matters as it pertains to the Sweetwater Homeowners Association. Neighborhood Delegates are not responsible for issuing violations or fining Homeowners in their neighborhoods. Dispute confrontations of all sorts are discouraged between Delegates and Homeowners.

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**Sweetwater Master Community, Inc.**

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**NOTICE OF CANDIDACY**

I, \_\_\_\_\_ hereby announce candidacy to serve as Neighborhood Delegate for my neighborhood at Sweetwater Master Community Association. I have an understanding of the governing documents of the Sweetwater Master Community, and I am currently in good standing with the HOA.

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

Neighborhood of Representation: \_\_\_\_\_

Property Closing Month & Year: \_\_\_\_\_

Provide details below on the intent and reason for your candidacy or any details to be shared with your neighborhood:


**Important Dates:**

1. Deadline to submit candidacy packet: **Monday, October 2, 2024, by 5:00 pm**
2. Voting Begins: **Monday, October 7, 2024**
3. Voting Ends: **Monday, October 21, 2024, by 5:00pm**
4. Election Results Emailed: **Friday, October 25, 2024**
5. Neighborhood Delegate Meeting: **Thursday, November 7, 2024, at 6:00pm**

For Internal Use Only

Acceptance Stamp:

\_\_\_\_\_  
**Sweetwater Master Community, Inc.**

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**NEIGHBORHOODS**

AA – Hidden Springs

B1 – Llano Terrace

E1 – The Summit

F1/2/3 – Davenport

G1 – Canyonwood

G2 – Creekside

H/H2 – Highland Lakes

J/K – Highland Lakes

P1/ I – Stonecreek

J/L – Stonecreek

P2 – Mesa Ridge

P3A – Mesa Ridge

P3B – Mesa Ridge

N – Madrone Ridge

O – Madrone Ridge

Z1/Z2 – Hilcrest

Z3 – Hilcrest

C/D – Vista Ridge

M/Q – TBD

*Neighborhood Designation Map – attached*

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