



Facilities and Capital Improvements Statement of Interest Form

Introduction: Skyestone is a self-governing homeowners association with an owner elected Board of Directors. There are 519 homes in Skyestone with nearly 800 residents and significant amenities and assets. Currently our organization management structure consists of a five-member Board, and six committees (Finance, Landscape & Grounds, Architectural Review, Communications, Facilities & Capital Improvements, and Events). The operation and administration of the Skyestone Community Association is supported by our management company, Advance HOA Management, with an on-site Community Manager and Lifestyle Director. The management company and on-site staff work under the direction and approval of the Board.

Application submittal: Email your completed form to the Community Manager at communitymanagement@skystone.org. The Board takes applications until all positions are filled. Applications for committee positions are forwarded to the Board for review and appointment. The committee chair may contact you to gather additional information.

CONTACT INFORMATION

Name:

Telephone:

Address:

Email:

PARTICIPATION PREFERENCE

I would prefer to participate in the following ways:

☐ In person meeting only

☐ Zoom meeting only

☐ Conference calls

☐ Other, please indicate: _____

☐ Any of the above

Comment: _____

AVAILABILITY

☐ I'm available anytime of the year.

☐ Generally, I'm away for a period of time (more than 2 weeks), but I can connect for committee business.

☐ I'm away for a period of time (more than 2 weeks) and I cannot connect for committee business.

☐ Other: _____

TECHNOLOGY

What technology do you have available to participate in Skyestone committee business/activities?

☐ Workstation or laptop

☐ iPad or other tablet

☐ Smart phone

☐ Microsoft Office package

☐ Microsoft Office-type package

SKILLS/KNOWLEDGE/EXPERIENCE

Please indicate which of the following skills/knowledge/ or experience you have that relate to the work of the Facilities and Capital Improvements Committee:

- ☐ Demonstrated problem solving skills
- ☐ Skill or experience in development of Requests for Proposals
- ☐ Skill or experience in various aspects of facilities management
- ☐ Skill or experience in development/management of contracts
- ☐ Skill or experience in working with contractors
- ☐ Skill or experience in working with various organization levels (e.g. Board of Directors, Committee Chairs and members, local officials, and HOA staff)
- ☐ Technical skills including use of websites, spreadsheets, etc
- ☐ Ability to research solutions to current problems
- ☐ Communication skills and customer service skills

Please indicate other skills/knowledge/experience that will be useful in your work on the Facilities and Capital Improvements Committee.

INTEREST STATEMENT

Please share why you're interested in being on the Facilities and Capital Improvements Committee.

A Facilities Committee member will reach out to you to see if you have additional questions or require additional information.