



WILDE LAKE COMMUNITY ASSOCIATION

SLAYTON HOUSE
10400 Cross Fox Lane
Columbia, Maryland 21044-2398
410-730-3987
Fax 410-730-6695

Dear Wilde Lake Village Resident:

Thank you for your interest in running for the Columbia Council/CA Board of Directors.

This packet contains information you will need to be a candidate, including the nomination petition that you need signed and returned by Wednesday, March 15. All enclosed materials are listed at the bottom of this letter.

Candidates are required to submit a statement of no more than 150 words. Only the first 150 words of your statement will be printed; please comply with this rule. Your statement will be printed unedited (Bylaws - Section 108) and may include biographical data as well as your positions on issues of interest to the Village.

Deadlines for both the petition and the candidate's statement are included below. Please make a careful note of these important dates.

Wednesday, February 22, 2017
Wednesday, March 15, 2017

Nomination period begins
Nomination period ends
Nomination petition, biographical form, declaration of compliance and candidate's statement must be received by **9:00PM on Wednesday, March 15, 2017**

Thursday, March 16, 2017

Verification of nomination petitions
Order on ballot determined by random drawing

Tuesday, April 4, 2017*
Friday, April 28, 2017

Candidates' Night - 7:00pm
Absentee ballots due at Slayton House before **end of business day.**

Saturday, April 29, 2017

Election Day 9:00AM-3:00PM

*If election is uncontested, there will not be a Candidates' Night. Instead there will be a Candidates' Reception on Monday April 3 at 6pm, before the regularly scheduled Village Board meeting. In addition an election will not be held on April 29.

If you should have any other questions, please do not hesitate to call Carole Black, Special Assistant, or Kristin Shulder, Village Manager, at 410-730-3987.

Sincerely,

Yolanda Epps, Election Chair

Enclosures:

- Nomination Petition
- Declaration of Compliance
- Village Board Responsibilities
- 2017 Information for Village Board and Columbia Council Candidates
- By-laws, Articles of Incorporation, and Covenants
- Information about Wilde Lake
- Biographical Form

Columbia Council Rep

Please include the following documents when submitting a nomination petition:

- 1. All signatures on your nomination petition will be verified by the Election Chair. Please make certain that the phone numbers and names are clearly written. If at least 10 signatures cannot be verified, the petition will not be accepted as valid.**
- 2. Biographical form**
- 3. Declaration of Letter of Compliance**
- 4. Candidate's Statement: The statement should not be more than 150 words. Only the first 150 words of your statement will be printed; please comply with this rule. Your statement may include biographical data as well as positions on issues of interest to the Village.**
- 5. Digital photo – if you are a new candidate or want to update your photo, please contact Carl McKinney at 410-730-3987 to schedule a time to be photographed.**

► You are expected to attend Candidates' Night on April 4 at 7:00pm. Please prepare a presentation of no more than five minutes. There will be a question and answer period, followed by a reception.

Note: If there are 5 or less candidates for the Village Board and one candidate for Columbia Council, we will not have a Candidates' Night. You are asked to attend a Candidates' Reception on April 3 at 6pm, before the regularly scheduled Village Board meeting.

► As a candidate, you are entitled to make 200 free copies, at Slayton House, of flyers and other handouts for your campaign. You may bring colored paper or we will supply white paper.

**NOMINATION PETITION - COLUMBIA COUNCIL REPRESENTATIVE/CA BOARD OF DIRECTORS
VILLAGE OF WILDE LAKE, COLUMBIA, MARYLAND**

I, _____ residing at _____
 (First) (Middle) (Last) (Address)
 hereby submit this petition as evidence of my candidacy for the **COLUMBIA COUNCIL REPRESENTATIVE** of Wilde Lake Community Assoc., Inc.
 EMAIL: _____ Preferred Phone Number _____
 Alternate PHONE: (DAY) _____ (Signature) _____ (Date) _____ (EVENING) _____

As specified by Article VIII, Section 8.03, of the By-laws of the Wilde Lake Community Association, Inc., this petition is validated by at least ten (10) Association members who reside in the Village of Wilde Lake, appearing below. **NOTE: INCOMPLETE PETITIONS WILL NOT BE ACCEPTED.**

NAME (Print legibly)	ADDRESS	PHONE NO.	SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

NOTE: A resident of the Village of Wilde Lake and member of the Wilde Lake Community Association, Inc., may sign more than one petition.
RETURN PETITION TO: Chair, Wilde Lake Election Committee, c/o Slayton House, 10400 Cross Fox Lane, Columbia, MD 21044 410-730-3987.
THIS COMPLETED PETITION MUST BE RETURNED TO SLAYTON HOUSE BY: WEDNESDAY, MARCH 15, 2017 9PM

VALIDATED: _____ (Date)
 _____ (Signature, Chair, Wilde Lake Election Committee)

DECLARATION

I, _____, a nominee for the Wilde Lake Village Board or Columbia Council Representative, am not aware of any current violation on any property owned by me which is subject to the covenants of any village in Columbia.

If elected to a position in the village, I will obtain a certificate of compliance for my property.

Further, I am not aware of any pending application, violation, or litigation in which I would have a conflict of interest.

Signature

Address

Date

WILDE LAKE COMMUNITY ASSOCIATION RESPONSIBILITIES OF BOARD MEMBERS

- Attend Board Meetings (currently on the first Monday of each month at 6:30pm).
- Serve on the Architectural Committee (AC), which reviews and hears appeals on architectural applications. Appointments to the AC will be made in May after elections. One member is appointed as AC Liaison to approve applications.
- Listen to residents and help resolve community issues raised by them.
- Act as advocates on issues of village concern with Columbia Association, Howard County and State officials and others; attend meetings when deemed necessary.
- Develop policies, programs and services, which help improve and unite the community.
- Hire and evaluate the Village Manager.
- Oversee the Village Association budget; responsible for approval of financial reports quarterly to the Columbia Association.
- Serve on standing and ad hoc committees and oversee their effectiveness.
- Negotiate and monitor the management contract between the village and the Columbia Association.
- Develop and present testimony to government agencies, the Columbia Council, Columbia Association, the Howard County Council and State Legislators as needed.
- Obtain a Letter of Compliance. The Covenant Advisor will inspect your house and property.
- Sign Acknowledgement of Fiduciary Responsibility.

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WILDE LAKE COMMUNITY ASSOCIATION

2017 ELECTION INFORMATION FOR VILLAGE BOARD AND COLUMBIA COUNCIL CANDIDATES

- This year's election is Saturday, April 29 between 9AM and 3PM. The voting table will be located in Slayton House.
- Absentee ballots will be mailed to all residents on Thursday, March 30. They can be returned to Slayton House by mail or in person before the end of business on April 28.
- Members in good standing as of Wednesday, March 1 are eligible to vote. Members are defined in the bylaws as owners and tenants. Where property is owned jointly, only one vote is permitted. Where property is rented, one owner and one tenant vote are permitted.
- There are five members of the Village Board and one Wilde Lake Columbia Council Representative. Each serves a term of one year, beginning Monday, May 2. Currently the Board meets on the first Monday of each month, which begins at 6:30pm.
- Each candidate must submit a nomination petition signed by at least 10 residents of the Village of Wilde Lake. The petition must include residents' signatures, printed names, addresses and telephone numbers. Nomination petitions are available as part of the candidate's packet at Slayton House beginning February 22. Candidates' packets are also available on our website at www.wildelake.org. They must be returned to Slayton House by 9pm on Wednesday, March 15. (When obtaining signatures, candidates should verify signer resides in Wilde Lake.)
- All nomination petitions will be validated by the Election Chair. Each individual who submitted a petition will be notified that he/she is an official candidate by Friday, March 17. **INCOMPLETE PETITIONS WILL NOT BE ACCEPTED.**
- All candidates must supply a candidate's official statement, a biographical form and statement of compliance with the nomination petition. Forms for the statement and profile are provided in the candidate packets.
- A candidate's official statement must be 150 words or less. All words in excess of 150 words will be deleted. The statement may include biographical data as well as positions on issues of interest to the public. It will be included in the absentee ballots, appear in the Columbia Flier and be available to all voters. It will not be edited.
- As a candidate, you are entitled to make 200 free copies at Slayton House of flyers and other handouts for your campaign. You may bring colored paper or we will supply white paper.
- All candidates are asked to attend Candidates' Night, which will be held at Slayton House on April 4 at 7:00pm. Each candidate will be asked to make a short opening statement and residents will be able to ask questions. NOTE: If the election is uncontested, candidates will join residents for a reception only before Board meeting on April 3.
- On Election Day, no candidate can electioneer or otherwise be present within 100 feet of the voting table except to vote.
- Votes will be counted immediately following the end of voting at 3pm on April 29. A reception for residents and candidates will be held at Slayton House while votes are being counted. The results will be posted on the outside doors of Slayton House as soon as they are available, as well as on our website www.wildelake.org
- Any challenge to the results of the election must be in writing and submitted to the Election Committee Chair within five (5) calendar days after the posting of the election results.
- Complete election guidelines are available at Slayton House.



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INFORMATION ABOUT WILDE LAKE

Wilde Lake was Columbia's first Village when the Association was incorporated in 1967. Slayton House, the first community center, was opened the same year. The village associations were designed by Columbia's founders to be a focal point for coordination of resident interests and concerns, especially in the areas of advocacy, information and referral, architectural control and programs for the community.

Every April elections are held for Village Board of Directors who represent village residents on civic issues and set policy for use of the community center. A village representative to the Columbia Council is also elected at that time. The Wilde Lake Council Representative serves on the Columbia Association Board of Directors. Every adult who owns and/or resides on property in the Village of Wilde Lake is a member of the community association and is eligible to run for office and to vote on behalf of his/her household (Covenants Section 3.02 A & B; and Articles of Incorporation Paragraph A & B Sixth Article of Incorporation).

Slayton House is managed by the Wilde Lake Community Association and is used primarily for community meetings, theatre, dance and concert productions, classes for children and adults, and social events. The Bernice Kish Gallery at Slayton House and the Wilde Lake Community Association offices are located here.

To get the latest information about what is happening in our community:

- **Subscribe to our email newsletter.** It is sent out weekly to our e-mail distribution list and is also available on our website. To subscribe to the e-newsletter, please visit our website and go to the "Subscribe to Newsletter" on the home page
- **Read *The Wilde Lake*,** a print newsletter published the first Thursday of each month in the Columbia Flier.
- **Visit our website** at www.wildelake.org
- **Attend a Wilde Lake Village Board Meeting.** First Monday of each month at 6:30pm at Slayton House. Agenda is posted on our website.
- **Like us on Facebook** at www.facebook.com/wildelakevillage.
- **Follow us on Twitter** at <https://twitter.com/WildeLakeCA>

The Wilde Lake Community Association is also responsible for the operation of three neighborhood centers: Bryant Woods, Faulkner Ridge and Running Brook. The neighborhood centers are used primarily by nursery schools and community groups.

The community association's resources exist for your use. If you have questions about the community, interests or concerns that you would like to address, or if you would like to get involved in the community association activities, please contact 410-730-3987 or wica@wildelake.org.

**WILDE LAKE
VILLAGE ELECTIONS 2017
DEADLINES**

February 22, 2017	Nomination Period Begins
March 1, 2017	List of eligible voters posted
March 15, 2017	Nomination period ends Nominating petitions due Candidates' statements due
March 16 or 17, 2017	Verification of nomination petitions Order on ballot by random drawing
March 30, 2017	Absentee ballots available at Slayton House
March 31, 2017	Mail Absentee ballots
April 4, 2017	Candidates' Night – 7:00pm (if contested election) Note: If uncontested, reception will be held before VB meeting on April 3
April 20, 2017 (tent)	Statements published in newsletter in Columbia Flier
April 28, 2017	Absentee ballots due before the end of business day
April 29, 2017	ELECTION DAY 9:00AM – 3:00PM

RESPONSIBILITIES OF A COLUMBIA COUNCIL REPRESENTATIVE

- Attends one Village Board meeting a month (currently the first Monday of each month);
 - Attends two Columbia Association Board of Directors meetings a month (currently the second and fourth Thursday of each month at 7:30pm);
 - Approves Columbia Association's annual operating and capital budget;
 - Approves Columbia Association's membership rates and fees;
 - Approves and monitors Columbia Association's corporate finances;
 - Authorizes and approves the annual Columbia Association audit
 - Establishes and revises Columbia Association's goals and policies to insure they reflect Columbia Association's mission
 - Reviews and evaluates Columbia Association's operations and standards of performance;
 - Counsels and provides good judgment on resident proposals, committees, and staff;
 - Interprets the work of Columbia Association to the community;
 - Interacts with other organizations and government agencies on behalf of Columbia, its citizens and the Columbia Association;
 - Appoints advisory committees;
 - Obtain Letter of Compliance;
- *Please refer to packet from Columbia Association on "General Information on Duties and Responsibilities" for more information.

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Rev. 3/97

Rev. 2/04

Rev. 2/06

Rev. 2/11