



January 24, 2022

**RE: Call for Candidates for Upcoming King Farm Citizens' Assembly Election**

King Farm Titleholders and Citizens:

On April 27, 2022, King Farm Citizens Assembly ("Assembly") will hold its annual election. There are two (2) open seats on the Assembly's Board of Trustees (BOT) and one (1) open seat for the KFCA President. The term for all three (3) seats is two (2) years.

- If you are interested in running for one of the two (2) BOT seats, please complete the attached documents with the signatures of 20 King Farm Citizens in good standing.
- If you are interested in running for KFCA President seat, please complete the attached documents with the signatures of 25 King Farm Citizens in good standing.

Please refer to the enclosed Candidacy Requirements and Election Procedures for a definition of the phrase "in good standing". Write your candidacy "Statement of Purpose" using no more than one typed page, double spaced, using 12-point font or larger. Your submission will be submitted as received. **A completed Petition for Candidacy Form, including necessary signatures, must be returned to the Assembly's office no later than 3:00 pm Wednesday, February 23, 2022.**

*All Titleholders of single-family homes, townhomes, and condominium units, as shown on the Assembly's records, are automatically registered for the Annual Meeting.* All other persons, including tenants and other occupants of a King Farm residence must complete a Citizen Registration Form to register as Citizens with the Assembly and participate in the Assembly elections. Persons who are in doubt as to whether they are listed with the Assembly as the titleholder(s) of a residence should verify with the Management Office. **Non-registered King Farm residents who would like to vote in the Wednesday, April 27, 2022 election must complete and return the Citizen Registration Form to the Management Office via email at [management@kingfarm.org](mailto:management@kingfarm.org) or by placing it in the drop box to the right of the front door at 300 Saddle Ridge Circle, Rockville, MD 20850 by 12:00 pm, Friday, April 1, 2022.** The Citizen Registration form is enclosed, or you can download the form from [www.kingfarm.org](http://www.kingfarm.org). All forms will be verified (signed lease, state issued driver's license, and/or owner verification).

**Please note: The Assembly is utilizing electronic voting through a 3<sup>rd</sup> party vendor: VoteHOANow. Titleholders with their names listed in the Assembly records will automatically receive a unique registration code via email and/or on a postcard via USPS mail to vote electronically. Registration codes will be generated for Citizens who register by Friday, April 1, 2022. VoteHOANow recommends that you add the domain votehoanow.com as an approved domain so emails are not sent to the spam folder. It will be up to the Titleholders and the registered Citizens to ensure that the Assembly has your correct email address.**

Paper ballots/Proxies will be available by request only.

If you have any questions, please email Management at [management@kingfarm.org](mailto:management@kingfarm.org) or call 301-987-0122.

Sincerely,

Brandi Ruff, CMCA® AMS® PCAM®  
General Manager

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King Farm Elections Committee  
C/O King Farm Citizens Assembly  
300 Saddle Ridge Circle  
Rockville, MD 20850  
(301) 987-0122

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CANDIDACY REQUIREMENTS AND ELECTION PROCEDURES

- Date of Election: **Wednesday, April 27, 2022**
- Positions Being Elected: Two (2) Seats on the Board of Trustees and one (1) KFCA President
- Voter Eligibility: King Farm Titleholders and Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are **registered** with the Assembly are qualified voters and may vote. ***All titleholders of houses, townhouse & condominium units, as shown on the Assembly's records, are automatically registered to vote.*** All other persons, including tenants and other occupants of a King Farm residence who are not the record owners of the residence, must complete an annual Citizen Registration Form to register as Citizens with the Assembly and to vote in Assembly elections. Registration forms can be downloaded from the King Farm website <https://kingfarm.org/2022-annual-election/> or by requesting a copy from management. **All registration forms are due by 12:00 pm Friday, April 1, 2022 to participate in the 2022 Election.**
- Candidacy Eligibility: King Farm Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are **registered** with the Assembly may be a candidate for the election.
- Candidacy Deadline: Petitions for Candidacy with valid signatures from King Farm Citizens (20 signatures for Board positions and 25 signatures for KFCA President) along with a Statement of Purpose must be received by the Management Office electronically, hand delivered, or via USPS mail no later than **3:00 pm Wednesday, February 23, 2022**. Lack of the necessary number of **valid** signatures will result in an invalid candidacy petition.
- Statement of Purpose/Ballots Candidate Statement of Purpose documents will be available on-line on or around **March 25, 2022**. Paper copies of Candidate Statements and paper ballots are available upon request only. Paper ballots must be received by mail or hand delivered to the Assembly office no later than **5:00 pm Tuesday, April 26, 2022**. Any ballot received by a Titleholder or Citizen with outstanding fees or fines due to the Assembly older than March 28, 2022 will not be counted.
- Voting: **Electronic voting will open April 6, 2022 at 9:00 pm and close at 11:59 pm April 26, 2022**. A registration code is required to vote electronically. Registration codes will be emailed to the email on file and mailed via postcard to the address on file. If you have not received a registration code, contact the Management Office. Paper ballots will be available April 6, 2022 by request only and can be picked up at the Management Office or delivered by hand delivery when possible.
- Candidate Forum: If necessary, a candidate forum will be held on **Wednesday, April 6, 2022 at 7:00 pm** via Zoom. The link will be available the Friday prior to the forum.
- Election Day/Annual Meeting **Election Day and Annual Meeting is Wednesday, April 27, 2022**. The Assembly's Annual Meeting will start at 7:00 pm during which the election winners will be announced and installed. The meeting shall be held via Zoom and that link will be provided prior to the meeting.



# Statement of Purpose

Please attach a “Statement of Purpose” that will be made available to all King Farm Citizens and Titleholders.

Your statement may be no longer than one 8 ½ X 11 sheet, double space typed, and must use a font 12 point or larger.

**V. Nominating Signatures**

A valid petition for the Board of Trustees must contain at least **twenty (20) Qualified Citizens.**

A valid petition for the KFCA President must contain at least **twenty-five (25) for KFCA President.**

Qualified Citizens are (i) at least 18 years of age, (ii) registered with the Assembly as Qualified Voters, and (iii) in good standing with the Assembly. To be in good standing, a Qualified Voter must be current (within 30 days) in the payment of all applicable Assembly assessments or fines. It is recommended that you obtain more than the necessary number of signatures\* in case one is not in good standing with the Assembly. **Citizens must sign name, print name, and print address above the line.**

1.	Signature	Name (Printed)	Address
2.	Signature	Name (Printed)	Address
3.	Signature	Name (Printed)	Address
4.	Signature	Name (Printed)	Address
5.	Signature	Name (Printed)	Address
6.	Signature	Name (Printed)	Address
7.	Signature	Name (Printed)	Address
8.	Signature	Name (Printed)	Address
9.	Signature	Name (Printed)	Address
10.	Signature	Name (Printed)	Address
11.	Signature	Name (Printed)	Address
12.	Signature	Name (Printed)	Address
13.	Signature	Name (Printed)	Address
14.	Signature	Name (Printed)	Address
15.	Signature	Name (Printed)	Address
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17.	Signature	Name (Printed)	Address
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36.	Signature	Name (Printed)	Address
37.	Signature	Name (Printed)	Address
38.	Signature	Name (Printed)	Address
39.	Signature	Name (Printed)	Address
40.	Signature	Name (Printed)	Address
41.	Signature	Name (Printed)	Address
42.	Signature	Name (Printed)	Address
43.	Signature	Name (Printed)	Address

**If you want to add additional signatures, print an additional page.**

# King Farm Citizens Assembly (KFCA)

## Board of Trustees (BOT)

### Candidate Considerations

**If interested in the position and would like more information, contact the Management Office at [management@kingfarm.org](mailto:management@kingfarm.org) or call 301-987-0122.**

#### **Eligibility –**

Candidates for election must be Citizens in good standing. As defined in the King Farm Charter, “**Citizen** means and refers to any natural person, age eighteen or older, who **takes up residence** in King Farm within areas subjected to this Community Charter by a Declaration of Annexation, and notice of whose residency has been given to the Assembly in writing.” **Good standing** refers to having no financial delinquencies over 30 days.

“Candidates for election to the BOT must be Citizens in good standing and shall submit...a petition for candidacy, signed by at least twenty (20) Citizens in good standing.” **Signatures from Citizens with delinquencies over 30 days will be invalid and not counted.** Obtaining additional signatures is recommended.

#### **Time Commitment –**

Term: The three (3) BOT positions are for a term of two (2) years. While unexpected life events occur, it is best to not apply for this position if you know that you will not be able to hold the position for the complete two (2) year term.

Trustees are expected to have email access with the ability to check and respond to emails in a timely manner, should have time to read documents and other materials prior to each BOT meeting (this may take 1 - 2 hours or more) and be prepared to vote on matters before the BOT, and be able to attend BOT Meetings (which can last 2 - 3 hours) which are typically held on the 3<sup>rd</sup> Wednesday of the month at 7:30 pm and other meetings as needed.

All new BOT members are required to take a mandatory course sponsored by the Montgomery County Commission of Common Ownership Communities (CCOC) within 90 days of being elected.

#### **Responsibilities –**

To be effective in this role, the BOT (every member) must remember its fiduciary duty. This means that the BOT (and individual members) should act with the best interest of the corporation (i.e., the community) first. Personal interests to oneself or specific individuals or groups should not take precedence over the whole.

The BOT primary responsibility is to provide policy administration, governance, and oversight over the Assembly affairs. The BOT is essentially the legislative branch of the Assembly. The Board enacts “...provisions establishing rules of conduct for the use, maintenance, and appearance of Real Property...” and establishes rules for the Assembly.

Additional information about the duties of the Board of Trustees can be found in the King Farm Community Charter and the Bylaws of the King Farm Citizens Assembly.

# King Farm Citizens Assembly (KFCA)

## President

### Candidate Considerations

**If interested in the position and would like more information, contact the Management Office at [management@kingfarm.org](mailto:management@kingfarm.org) or call 301-987-0122.**

#### **Eligibility -**

Candidates for election must be Citizens in good standing. As defined in the King Farm Charter, “**Citizen** means and refers to any natural person, age eighteen or older, who **takes up residence** in King Farm within areas subjected to this Community Charter by a Declaration of Annexation, and notice of whose residency has been given to the Assembly in writing.” **Good standing** refers to having no financial delinquencies over 30 days.

“In order to stand for election as President, a person shall be a Citizen in good standing, and shall first secure a petition for candidacy, signed by twenty-five (25) Citizens in good standing.” **Signatures from Citizens with delinquencies over 30 days will be invalid and not counted.** Obtaining additional signatures is recommended.

#### **Time Commitment –**

**Term:** This President position is held for two (2) years. While unexpected life events occur, it is best to not apply for this position if you know that you will not be able to hold the position for the complete two (2) year term.

In order to be effective in this role, the individual must be accessible during business normal hours via phone and email, must have email access with the ability to check and respond to emails daily, must have time to read documents and other materials, must have time to walk and/or drive the community, must have the ability to come to the Management Office on occasion, and must be able to attend Board of Trustee Meetings (which can last 3 hours) which are typically held on the 3<sup>rd</sup> Wednesday of the month at 7:30 pm.

#### **Responsibilities –**

As chief executive, the community President has oversight responsibilities of the day-to-day operations which are administered under the direction and supervision of the Community Manager (General Manager). The President is responsible for appointing (with the concurrence of the Board of Trustees): Community Manager, legal counsel, the Community Architect, and members of committees. The President works closely with the General Manager to assess professional staffing requirements and subsequently assists in the hiring process, as appropriate.

The President also gives input on policy to the Board of Trustees and the point person when interfacing with external entities (primarily the City) to explain the position and interests of the community.

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# **REQUIREMENTS TO VOTE IN THE** **ASSEMBLY'S ELECTION**

All King Farm Titleholders and Citizens who are eighteen years or over, have no financial delinquencies over 30 days, and are **registered** with the Assembly are qualified voters and may vote.

All titleholders of single-family homes, townhomes, and condominium units, as shown on the Assembly's records, are automatically registered.

All other persons who wish to vote, including tenants and other occupants of a King Farm residence who are not listed with the Assembly as the owner(s) of record, are required to complete a Citizen Registration Form\* **annually** to register as Citizens with the Assembly and to vote in Assembly elections.

Registration forms due Friday, April 1, 2022 at 12:00 pm.

**If you are NOT a Titleholder and have not registered by the deadline, you are not permitted to vote in the election.**

\*Management will verify proof of residency.  
(signed lease, state issued license or id, and/or confirmation from the registered owner)

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# King Farm Citizen Registration Form

The King Farm Citizens Assembly, Inc. (the "Assembly") is the residential community association for King Farm. All residents of King Farm 18 and older who are registered with the Assembly are afforded the rights of "Citizens" under the Assembly's governing documents, including the right to vote for Citizen members of the Assembly's Board of Trustees.

All resident titleholders of houses and condominium units, as shown on the Assembly's records, are automatically registered as Citizens. All other persons, including tenants and other occupants of a King Farm residence who are not the record owners of the residence, must complete a Citizen Registration Form annually to register as Citizens with the Assembly and participate in the Assembly elections. Persons who are in doubt as to whether they are listed with the Assembly as a registered voter, or the record titleholder of a residence should complete the Citizen Registration form. **Non-registered King Farm residents who would like to vote in the April 27, 2022 election must complete and return the form to the Management Office at 300 Saddle Ridge Circle, Rockville, MD 20850 by 12:00 pm, Friday, April 1, 2022.**

This Citizen Registration Form may be used to register up to three (3) occupants of a residence who are 18 or older. Use an additional Citizen Registration Form to register additional occupants.

Address of King Farm Residence:

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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

By signing below, each Registrant acknowledges to the Assembly that they are 18 years of age or older and reside at the above King Farm address. **Proof of residency required and will be verified.**

Name(s) of Registrants:

1. \_\_\_\_\_  
Signature  
\_\_\_\_\_ Print Name  
Are you the owner/co- owner:  Yes  No  
Tenant:  Yes  No  
Email: \_\_\_\_\_
2. \_\_\_\_\_  
Signature  
\_\_\_\_\_ Print Name  
Are you the owner/co- owner:  Yes  No  
Tenant:  Yes  No  
Email: \_\_\_\_\_
3. \_\_\_\_\_  
Signature  
\_\_\_\_\_ Print Name  
Are you the owner/co- owner:  Yes  No  
Tenant:  Yes  No  
Email: \_\_\_\_\_

**Return completed Citizen Registration Form to the King Farm Management Office dropbox located to the right of the front door at the King Farm Community Center  
300 Saddle Ridge Circle, Rockville, Maryland 20850.  
Please contact the Management Office at (301) 987-0122 for additional information.**

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