



Community Manager Award Nomination

Running the day to day business of a Homeowners Association requires certified managers who are professional, expedient and knowledgeable. The duties of deed enforcement, assessment collection and financial planning all while being accessible and accountable to their residents is not a position that everyone is suited for. Those who take on these responsibilities instill a sense of trust and community within their neighborhood. The Community Manager of the Year Award is designed to honor a community manager or management team that goes above and beyond for their residents.

Nomination Process

Eligibility for the Unsung Hero Award includes:

- Nominees must be staff of a management company that currently serve or have within the last year served an HOA/POA in Round Rock.
- Contributions to the neighborhood may have occurred over the course of many years, but the judges will give special consideration to recent good deeds. For this reason, please provide these recent examples in the nomination.

To nominate an individual or team for the award, please send a short description (1,000 words maximum) of why you believe that person exemplifies the qualities of a good community manager by answering the following questions:

- How has the nominee contributed significant service to the entire neighborhood?
- Why is this nominee better than any other previous manager?
- Please include anything else that you believe would help best show the achievements, especially any digital photos

All applications must contain the contact information of the person being nominated to include: name, address, email address and phone number to the best of your ability. For clarification purposes the judges may need to contact you, please include your contact information as well.

All applications will be kept confidential and shall be reviewed by a panel of anonymous judges.

If submitting by email, send it to jbrehm@roundrocktexas.gov

You may also mail the application to 221 E. Main Street, C/O Joe Brehm, Round Rock, TX 78664.

Applications must be submitted no later than **March 4, 2016**.

Please call Joe Brehm with Neighborhood Services at (512) 341-3148 with any questions regarding the application and/or process.