

Mueller POA  
Board Director Position Description  
Mixed-Use Sub-Association Board

**Purpose:** The Mixed-Use Sub-Association Board has certain responsibilities as set out by the governing documents and policies of the Mueller Property Owners Association (POA). Those responsibilities include, but are not limited to, the following:

- Meet as needed to conduct the business of the association, including an organizational meeting within 10 days of the annual meeting and generally, a minimum of quarterly meetings, with some business conducted via email as allowed by Texas law. After three consecutive absences from Board meetings, the remaining board directors may call a vote to remove and replace that board director.
- Understand the POA's governing principles, Mueller's goals, and common legal issues by participating in a Board orientation (which may be held in conjunction with the organizational meeting) and in special topic board meetings or trainings.
- Elect officers annually in the roles of President, Vice-President, Secretary and Treasurer.
- Appoint representatives from within the Mixed-Use Sub-Association to serve as Master Association Board Directors. The Master Association Board, consisting of 7 representatives, will have a majority of Employment Center/Town Center (EC/TC) subassociation members in odd number years and a majority of Mixed-Use sub-association members in even numbered years.
- If requested by the Master Board, hear appeals from property owners within the MixedUse Sub-Association who disagree with the Modifications Committee's decisions or enforcement actions imposed by the Association.
- Make recommendations to the Master Board on a range of matters that impact the SubAssociation, including budgets, reserve spending, policy, and rules.
- If requested by the Master Board, the Mixed-Use Board may serve as board oversight for Mueller pools, soliciting and hearing recommendations from the Pool Committee, and making decisions related to the operations of Mueller pools.

**Term:**

Sub-Association Board Directors serve two-year terms and, if reelected, may serve two consecutive terms for a total of four consecutive years.

**Required Qualifications:**

Mixed-Use Board Directors must be members of the Mixed-Use Association. Only one member of a household can serve as a director at the same time.

## Characteristics of effective board directors:

- Understand and embrace the founding goals of the Mueller Neighborhood as outlined in the Mueller Master Development Agreement. \*
- Consider the impact of decisions on all segments of the community and can step outside one's own personal interest.
- Focus on listening to others and value a collaborative dialogue with other board members and members of the community.
- Be willing to ask questions to understand what is in the best interest of the community. Demonstrate willingness to ask basic or "naïve" questions.
- Board Directors represent the organization, and they should maintain confidentiality and refrain from spreading misinformation, initial information, rumors, or personal information about fellow POA members.
- The Board of Directors generally will not use social media for providing information to the community. However, the Board may determine in special circumstances that there is an urgent or compelling need to do so. In those special circumstances the Board President or a designee of the President will post the information on social media.
- If a matter is discussed in Executive Session (homeowner account issue, appeals of enforcement actions or modifications committee decisions, etc.) Directors should not discuss the matter with anyone outside of the hearing or the Master Board.
- Once a decision is made by the Board, Board Directors should speak with one voice and refrain from sharing their opinion that they disagreed with the decision.
- Balance providing oversight and guidance to the Community Manager without micromanaging, which could bog down operations.
- Value expertise and seek guidance as appropriate from legal, financial, and other specific subject-matter experts, including the property owner advisory committees and City of Austin department staff.

## \**Founding goals:*

- ***Fiscal Responsibility*** Redevelopment must create a positive revenue stream that will fund on-site infrastructure and increase the City's tax base for the benefit of all citizens. ● ***Economic Development:*** The project should serve to reinforce Austin's role in an increasingly global marketplace and create a wide range of employment opportunities for a diversity of the community's citizens.
- ***East Austin Revitalization:*** The project must promote economic development opportunities within East Austin, giving local residents a direct stake in redevelopment. ● ***Compatibility with Surrounding Neighborhoods:*** Development must maintain and

enhance the quality of life in adjacent neighborhoods, providing complementary linkages, land uses and transportation patterns.

- ***Diversity and Affordability:*** Redevelopment must offer a wide range of housing choices to create a new community of socially and economically diverse residents.
- ***Sustainability:*** Development should be planned in a way that promotes energy and water efficiency, resource protection, reduced auto dependency, watershed protection and green space preservation.