

# 2026 HOA Board of Directors Candidate Profile

Updated: 9/8/2025

For more information, contact: [NominatingCommittee@thespringsathighrock.org](mailto:NominatingCommittee@thespringsathighrock.org)

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## Purpose

The Springs at High Rock Homeowners Association, Inc. seeks candidates for its Board of Directors. Annually, the Association elects five (5) directors to serve on its Board. The [SHR Nominating Committee](#), as specified by the Bylaws, confirms candidates' standing and assists with proxy collection and ballot counting during the annual meeting.

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## How to Apply as a Candidate

A Candidate may apply by:

1/ Indicating the Candidate's intent to serve via email to the SHR Nominating Committee at [nominatingcommittee@thespringsathighrock.org](mailto:nominatingcommittee@thespringsathighrock.org) by no later than **Wednesday, September 24, 2025 at midnight** to be included on the mailed proxy ballot. The sender's email must be the Candidate's email address.

Emails received after the deadline *will be included on the ballot at the annual meeting*, however not included on the printed proxy sent by Cedar Management Group.

2/ The Candidate may include this completed document at the time of candidacy submission or by October 29, 2025. Email this document to [nominatingcommittee@thespringsathighrock.org](mailto:nominatingcommittee@thespringsathighrock.org).

3/ A Candidate or another SHR Property Owner may announce your candidacy at the annual meeting from the floor prior to ballot casting. If the nomination comes from the floor, the Candidate will be requested to answer some of the questions below in real time.

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# Candidate Information

Date of Application	9/22/2025		
First Name	Mark	Last Name	Elvin
SHR Address	1372 Rocky Cove Lane		
Email	markeelvinesq@gmail.com	Phone	484-477-7747
Mailing Address	25 Oyster Landing Road, Hilton Head Island, SC 29928		
Duration of Property SHR Ownership	5 Years		

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# Candidate Profile

1. What responsibilities do you feel an HOA Board Member has to the SHR Community?

A board member of a Homeowners Association plays a critical role in managing and overseeing the operations of the community. In this role, a board member must be sensitive to the needs of the community and act on all responsibilities with a sense of transparency and fairness. After being a member of the boards of many other HOAs, I have learned that a community that is thoroughly informed of decisions made by the Board and given the reasoning behind such decisions, usually can accept these decisions even though they might not agree with them. The responsibilities of an HOA board member is to represent the community and should include the following:

1. Governance and Policy Making- Establishing Rules & Regulations:
  - a. Board members create and enforce community guidelines, found in the HOA's Covenants, Conditions, and Restrictions, to maintain order and preserve property values.
  - b. Reviewing and Amending Policies: Periodically revisiting and updating rules based on community needs and legal requirements.
2. Financial Oversight
  - a. Budgeting and Financial Planning: Board members create and manage the annual budget, including setting HOA fees and making sure that the association remains financially stable.
  - b. Reviewing Financial Reports: This involves monitoring income and expenses, ensuring assessments are collected, and managing to reserve funds for future projects or emergencies.

c. Approving Expenditures: Board members may approve contracts with vendors or service providers (e.g., landscaping, maintenance) and make decisions about large expenses.

### 3. Maintaining Common Areas-

a. Overseeing Maintenance and Repairs: The board ensures that common areas like the pond, boating docks and landings, pool and other shared facilities are properly maintained.

b. Vendor Management: Hiring and managing service providers for the community's needs.

### 4. Conflict Resolution and Enforcement

a. Handling Violations: Addressing violations of community rules, such as improper maintenance of properties, building violations or violations of noise ordinances.

b. Resolving Disputes: Board members often serve as mediators between residents in conflicts regarding property, rules, or other community matters.

### 5. Communication and Transparency

a. Conducting Regular Meetings: Holding regular board meetings and annual meetings to discuss issues, provide updates, and allow homeowners to voice concerns.

b. Providing Clear Communication: Ensuring homeowners are kept informed about important decisions, financial matters, or upcoming projects via newsletters, emails, or community forums.

### 6. Legal Compliance-

a. Understanding Legal Obligations: The board must ensure the HOA complies with state and local laws, including those specific to homeowners associations.

b. Managing Legal Issues: Board members should address disputes that may escalate to legal matters, handling insurance claims, or dealing with lawsuits.

### 7. Strategic Planning-

a. Long-Term Planning: The board often sets long-term goals for the community's growth, improvements, or management of large-scale projects such as infrastructure upgrades or new amenities.

b. Managing Reserve Funds: Ensuring that the HOA has adequate reserves for future repairs, improvements, or emergencies.

### 8. Fiduciary Responsibility

a. Acting in the Best Interest of the Community: Board members must prioritize the interests of the entire community and make decisions that enhance the value and quality of the community.

b. Avoiding Conflicts of Interest: They must act in good faith, avoiding decisions that would benefit them personally over the community. Serving as a board member of an HOA requires a mix of leadership, financial acumen, and community engagement to ensure the smooth running of the association and the overall well-being of the community.

9. Security

a. A board member should enact and support whatever is possible to protect each and every member of the community.

2. What are the top three priorities you see for the SHR Community?

1. Security and Safety- Supporting any action deemed appropriate to protect both the property and members of The Springs.
2. Infrastructure- Identify and dedicate available funding to support infrastructure maintenance and improvement including roads, docks, front gate etc.
3. Education- Educating the members of the community on the Covenants, Rules and Conditions that are necessary to maintain the high standards of The Springs.

3. How do you take an active interest and go out of your way to both observe and note what is happening in our community?

Defining with clarity the type of community The Springs wants to be in 10 years. Decisions made today regarding all areas of a growing community including building standards, regulations and requirements, dues, security and infrastructure preservation and expansion will ultimately define who we are as a community.

4. How accessible are you to the SHR Community on either a scheduled or unscheduled basis?

With advance notice, I can make myself available when I am not at my home in The Springs. When I am at my home at The Springs, I will always be accessible.

5. Are you able to commit to attend scheduled board meetings held at the SHR Clubhouse?

☒ Yes      ☐ No

6. Do you have access to the Internet?

☒ Yes      ☐ No

7. Are you willing to work via the Internet with other board members, committees and the Cedar Management Group?

  X   Yes                 No

8. Can you be proactive and make unbiased and sometimes difficult decisions?

  X   Yes                 No

9. What are some of the contributions you have made or been involved with as a Board Member, Committee Member, or Property Owner – within the SHR or elsewhere?

I have served on other HOA boards in community where my family has owned homes over the past many years serving as president, treasurer and director.

10. Have you thoroughly read the SHR Covenants and Bylaws?

  X   Yes                 No

11. What else would you like the SHR Community to know about you?

I am a recently retired attorney and chief growth officer and married to my best friend, my wife Shauna. We have one child, Logan, who resides in the Orlando, FL area. We love animals and have 1 Oorang Airedale, 1 Yorkshire Terrier, 1 Biewer Terrier and 3 Maine Coon cats. My wife and I travel between our homes in South Carolina and The Springs on a regular basis. I am an automobile fanatic and am the past president of the Hilton Head Mercedes Benz Club of America, North/South Carolina Mercedes Benz Club of America and Vice President of the Tour de Lux automobile rally club in Charlotte.