

Chapter 11-01

VOTING POLICIES AND GUIDELINES

I. GENERAL

- A. The Board of Directors shall appoint an Election Committee to conduct Association activities associated with homeowner voting in accordance with Articles 5 and 6 of the Bylaws and this Board Policy.
- B. Complete copies of all documents are available in the Association Office.
- C. Following is a list of supporting documents related to voting:
 - 1. Timing of Events – Board Election and Special Vote
 - 2. Board Candidate Application
 - 3. Absentee Ballots – Board Election and Special Vote
 - 4. Voting Instructions
 - 5. Homeowner Cover Letter – Special Meeting Notice
 - 6. Meeting Room Layout – Information Session
 - 7. Meeting Room Layout – Meet the Candidates Event
 - 8. Meet the Candidates Event – Memo to Candidates
 - 9. Meet the Candidates Event - Program
 - 10. Meet the Candidates Event – Timing Signs
 - 11. In-Person Voting Procedures
 - 12. Vote In-Person Signs

II. HOA ELECTION and SPECIAL VOTE POLICIES

- A. The Board or the General Manager shall announce the date and place that the Board Candidate Applications will be available. There shall be

no advanced copies of any part of the Board Candidate Application. To become a qualified candidate a FULLY completed Candidate Application MUST be submitted no later than the designated date and time stipulated in the Timing of Events approved for the Election. A petition with a minimum of 50 signatures of homeowners in good standing must be submitted with the Board Candidate application.

- B. The Board of Directors shall review and approve, in a public meeting, the Timing of Events for a Board Election or Special Vote.
- C. All Board Elections shall be scheduled so that the results are known prior to the March Annual Meeting, when newly elected Board Members take office.
- D. The Board Policy on signs and flyers for Board Elections and Special Votes shall be in accordance with Board Policy 11-02.
- E. Door-to-door campaigning shall be allowed but must be conducted in a manner that respects homeowner privacy, is courteous and not disruptive to the homeowner's personal activities.
- F. Do-Not-Campaign-At-My-Door forms and instructions will be available at Homeowners Services prior to any Election or Special Vote

III. ELECTION COMMITTEE ROLE & RESPONSIBILITIES

- A. The Election Committee shall prepare a timing of events for each Board Election or Special Vote (e.g., date ballot materials go to printer; date ballots are mailed; Special Information Session or Meet the Candidates Event; In-Person Voting Session; Vote Closing; etc.).
- B. Prepare a Board Candidate Application.
- C. Prepare an Absentee Ballot and an In-Person Ballot
- D. Work closely with the Administration Services Manager and the Board to develop and review all absentee ballot documents to be mailed.
- E. Secure rooms for Meet the Candidates Event or a Special Information Session, for Members to vote in-person.
- F. Provide the Administration Services Manager documents related to the physical layout and any information required for each room in E. above.

- G. Prepare for and designate a Moderator to conduct the Information Session of a Special Meeting and Meet the Candidates Event.
- H. Prepare a regular (non-absentee) ballot and In-Person Voting Procedures.
- I. Conduct the In-Person voting day.
- J. Obtain database of Member-in-Good-Standing to facilitate validation of homeowner eligibility to support candidates.
- K. Ensure the Voting Instructions, and the Ballot have sufficient information and signage to provide Voting Members the requirements for submitting one valid vote per Lot.