

Election to Board of Directors Secret Ballot Procedures

1. Ballots that include candidate biographic summaries will be mailed to all property owners in the Association per the timelines specified in the by-laws
2. Envelopes that indicate the property address of the homeowner (voter) will be included with the ballots. Envelopes will include an area on the envelope for the owner/voter to write in their property address.
3. Instructions will be included with the ballots and submittal envelopes that instruct the owner/voter to return the ballot sealed inside the submittal envelopes.
4. All mail in ballots received in advance of the Annual Meeting will be held, unopened, until the Annual meeting is convened.
5. Prior to the start of voting, all mail in ballots will be checked against a property owner listing to ensure the name/address is eligible to vote for candidates.
6. Ballots will be given to all attendees at the annual meeting. Attendees will be checked against the property listing of the Association to ensure they are eligible to vote at the Annual meeting. If a mail in ballot has been previously received from an attendee, that ballot will be destroyed, as a current ballot from the attendee will replace the mail in ballot
7. Once all ballots have been received from meeting attendees, the Association President will announce to all meeting attendees that the voting is closed. The President will pick three individuals (at random) from the attending audience to serve as ballot processors.
8. These individuals will process the ballots, as follows:
 - a. One person will remove the ballots from the enclosing envelopes, and destroy the envelope, then place the enclosed ballots with those submitted by owners/voters who are in attendance.
 - b. The other two individuals will each tally the ballots separately. Once the “counters” have obtained individual tallies, these numbers will be compared.
 - b. (1) If the numbers are the same, the results will then be given to the President for announcement to the attendees and for later publication as official results.
 - b. (2) If the numbers obtained by the counters do not match, the process will be repeated until the two counters agree on the voting results.