

Meeting Election Procedures

VERIFICATION OF PROXIES

1. The Association Manager shall verify the ownership of the property identified on each outside envelope and that the member is in good standing with the association. The Association Manager shall record receipt of each outside envelope. Note only the number of verified multiple properties on the sealed "BALLOT" envelope, which will be unsealed and counted during a separate procedure. The Election Committee or Representative designated by the Board of Directors may assist with verification.
2. Verify the signature of the Member or his/her Proxy is on the outside envelope is genuine. Any outside envelope not signed by the member shall be marked "disregarded" and will not be counted for the election.
3. Verify that if the vote is by Proxy that has a Proxy has been filed with the Association and that such Proxy is valid.
4. The outer envelope may only be opened and the ballot envelope removed after verifying each outer envelope, establishing a quorum of the membership and closing of the election.

COUNTING OF BALLOTS

1. All ballots are required to be turned in after nominations from the floor at the Annual Meeting have been made.
3. The Election Committee or Representative designated by the Board of Directors will count all ballots received after the election is closed. Said counting shall be open to the membership.
4. The ballot envelopes may only be opened once all sealed ballot envelopes have been placed in the lockbox and the election is closed. Each ballot envelope will be opened and ballot removed. If more than one ballot is contained in the ballot envelope the ballot will be returned to the envelope and envelope marked "disregarded" and will not be counted for the election.
5. All initial qualified ballots will then be reviewed to ensure votes were not cast for more than the number of positions to be filled. Any ballot voting for more than the number allowed will then be marked "disregarded" and not counted for the election.
6. Ballots voting for less than the number allowed will be counted for the election.
7. The Election Committee or Representative designated by the Board of Directors will begin counting the qualified ballots only. No less than two counters will record each vote using the association approved form and once all tally sheets are verified as accurate the counting process is complete.

ANNOUNCEMENT OF ELECTION RESULTS

The Association Manager shall prepare a summary listing the number of votes each candidate received, verify the summary and certify the election results. The summary election results shall be placed in a sealed envelope and provided to the Association President to present to the members in attendance at the Annual Meeting.