

Cedar Highlands HOA Policy and Procedure

Policy Number: No. 2024-2

Name: CHHOA Voting Policy and Procedures

Date of Inception: January 18, 2024

Objective:

The objective of this Policy and its associated procedures is to create, define, and record a methodology which follows our HOA CC&R's and Bylaws as they pertain to elections and vote counting within our organization in a fair and consistent manner.

Background:

The Board of Directors believes that there is a need for a formal approach to Voting Policies and Procedures. Previously, traditional procedures were used for HOA board member elections and without more clearly stated written protocols, the process was difficult to repeat annually to ensure consistency and validity in the process.

Policy:

The HOA Board creates and approves Election Ballots, Proxy Forms and Directed and Limited Proxy Documents. Information on these Forms and Records have instructions incorporated to lead the Voter to enter items which identify their Lot and Block designation to ensure the integrity of each specific vote. Signatures of Lot owners incorporated on these documents verify identity in both a written and printed manner. Blocks identifying FOR or AGAINST or what person they desire to be elected are critical items which must be indicated clearly. The Board is the ultimate authority to determine if a Ballot or Proxy Document is valid. Questionable votes will be identified by the Counting Team Member/s and adjudicated by majority Board Vote. For the election of new Board Members held during the Annual Meeting, the Board President or his authorized representative will announce the closing of the polls at the Annual Meeting and no further ballots shall be accepted or corrected.

Procedure:

The Board shall create a BALLOT or PROXY DOCUMENT Count Team consisting of four HOA residents. The documents to be counted will be given to the Count Team by the Secretary of the HOA Board. The Secretary of the Board will have (2) CONTROL DOCUMENTS created which lists all eligible voters as described within the CC&R and Bylaws. One will be paper and the other on a Laptop within an Excel doc.

BALLOT and/or PROXY DOCUMENT Forms will be received by the Count Team members (CTM) and taken to a location for Identification, Validation and Recording. While executing the aforementioned step in the previous sentence, all documents will be initialed and dated once prior to their sorting.

The CTM will sort the received documents into one of three categories:

- 1) RETURNED, UNDELIVERABLE OR INSUFFICIENT ADDRESS.
- 2) QUESTIONABLE BALLOTS.
- 3) VALID RECORDABLE BALLOTS.

RETURNED, UNDELIVERABLE OR INSUFFICIENT ADDRESS. CTM will open failed delivery items and mark the CD RETURNED. These ballot documents will be kept and placed into a folder for archiving and imaging under HOA records as per appropriate State Guidelines ref. RECORDS. These Ballots will be placed in the ARCHIVE TRAY.

QUESTIONABLE BALLOTS- Some information is either incorrect, incomplete or determined to be unrecognizable. Multiple or Duplicate Ballots are included within this category. These ballot documents will be referred to the HOA Board for adjudication. Ultimately, the HOA Board will vote the questionable ballots to be placed in the ARCHIVE TRAY or the COUNT TRAY. The Board will inform the COUNT TEAM which candidate or position "For or AGAINST" as they so determine.

VALID RECORDABLE BALLOTS – All information is clearly recognized as valid with respect to the CONTROL DOCUMENT. These Ballots will be collected and placed into the COUNT TRAY.

COUNT PROCESS:

The COUNT TRAY items will be reviewed by two CTMs who will agree on the count of each ballot. A CTM will log the vote under the appropriate candidate or as FOR or AGAINST a position.

Once all ballots are counted, votes will be totaled by candidate or position FOR or AGAINST.

Results will be provided to the Board for disposition or announcement.

RECORD RETENTION: ALL Ballots, Proxy Documents, Control Documents used within the voting process will be kept in paper form until imaging of ALL records can be ascertained and archived electronically to State Records and Archiving Standards.

