

Cougar Ridge HOA Vote by mail procedure

Purpose: The board of directors desires to encourage greater participation by the members of the association in elections involving association business.

Process:

- I. Board of directors will select / appoint an Inspector(s) of elections.
 - An Inspector of elections shall be a member of the association but not be a member of the board of directors nor a relative of a member of the board of directors.
- II. Ballot measures will be mailed to association members 30 days prior to ballots being sent.
- III. Mailed ballots should include a preaddressed return envelope.
 - Lot numbers shall be included on the return envelopes.
 - Ballots should include space for members to write in their lot number.
 - If the vote is being conducted to approve amendments of the association's governing documents the text of the proposed amendments will be included with the ballot.
- IV. Members will have two weeks (14 days) from the date ballots are mailed to return ballot.
- V. Ballots returned either by US mail or placed in ballot box housed in gated mailbox area.
 - Ballots will be gathered daily, marked with pickup date and delivered to Inspector of Elections until such time as ballots are counted.
 - Only ballots returned in envelopes showing lot numbers will be opened and counted.
 - Once a ballot is received by the association's inspector(s) of election, the ballot is irrevocable
- VI. Ballots will be counted and tabulated at a special board meeting within two weeks (14 days) of the end of the voting period.
 - No ballots may be opened prior to the time and place where the ballots are being counted and tabulated.
 - Any candidate or association member may witness the counting of the ballots and tabulation of the votes.
- VII. To meet the quorum requirements, each ballot received by the inspector of elections will be treated as a member present.
- VIII. If enough ballots to meet a quorum are not collected by the initial deadline, the deadline will be extended for two weeks (14 days).
 - Votes of 34% of eligible members, via ballot returned by mail or to the drop box, or by proxy, are required for a quorum.
 - For ballot measures requiring written consent of owners holding at least sixty seven percent (67%) of the lots, a return of less than seventy five percent (75%) of owner's ballots will initiate the two-week (14 days) extension.
 - The Secretary will notify members of the voting extension via email.
 - The Board of directors will contact lot owners that have not returned ballots via email, phone call, or personal visit to encourage ballot return.
- IX. Once the votes are counted, the tabulated results must:
 - Be promptly reported to the board;
 - Recorded in the minutes of the next board meeting; and
 - Be available for review by the association's members.
- X. Within fifteen (15) days of the ballots being counted, the board shall give notice via email, USPS mail, or hand delivery of the tabulated results to the members of the association.
- XI. Any challenge to the election must be received within two weeks (14 days) of the notice of results.
- XII. Custody of Ballots -The sealed ballots must at all times be in the custody of the association's inspector(s) of election or at a location designated by the inspector(s) of elections until after the tabulation of the vote, and until the time allowed for challenging the election has expired. Once that time has expired, the custody of the ballots must be transferred from the inspector(s) of elections to the association. If there is a recount or other challenge to the election process, the inspector(s) of

elections must, upon written request, make the ballots available for inspection and review by any member of the association or the member's authorized representative.

Role of the Inspector of elections:

An association's inspector(s) of elections is/are required to work with the board of directors to do all of the following:

- Determine the number of memberships entitled to vote;
- Determine the authenticity, validity, and effect of proxies, if any;
- Receive ballots;
- Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
- Count and tabulate all votes;
- Determine when the polls shall close, consistent with the governing documents;
- Determine the tabulated results of the election and report those results promptly to the board;
- Perform any acts as may be proper to conduct the election with fairness to all members in accordance with the required balloting procedures and all applicable election rules of the association.
- All of the above must be performed impartially, in good faith, to the best of the inspector of election's ability, as expeditiously as practical, and in a manner that protects the interests of all members of the association.