

## **Falling Waters HOA, Inc. Board Member Election Process**

The By-Laws of Falling Waters HOA, Inc. state that an annual meeting will occur on the first Tuesday in March each year for the purpose of electing directors. The activity outline below shows activities taking place 10 weeks prior to the annual meeting, which would start approximately the week of Christmas.

HOA board reserves location for election, to be held the first Tuesday of March, 6-8 PM.

HOA board sends out email and US mail to all members asking for board member nominees (and notice of annual meeting) who are willing to commit the time required to effectively serve, are also current in their HOA dues, and are HOA residents. This shall occur by January 15. There is a 21 day time period for nominees to contact the board of their intent to run for election. There is no minimum number of signatures required to run for election. Notice is also posted on website.

Nomination deadline must be received by February 6, 5:00 PM in HOA mailbox 102 Levanno Drive

HOA board sends by February 20, email or US mail to all members notice of annual meeting with meeting agenda, names of candidates, and absentee voting procedure. Ballot is prepared and posted on website along with instruction that ballot must be sealed inside a small sealed envelope that is placed inside a larger envelope along with the members signature and lot number on a printed election instruction sheet. All this information including ballot and election instruction sheet posted on website. To avoid potential forgery of absentee ballots, members must notify HOA board by telephone or email of their intent to submit absentee ballot. Board will then call or email back confirmation of request and record the request on HOA member roster list. Absentee ballot deadline is 5 PM, on the Monday preceding the annual meeting.

HOA board determines which board member (and two community representatives) who will participate in ballot count process.

HOA board sends out email reminder of annual meeting date and absentee ballot deadline.

Monday 5 PM final absentee ballots are removed from HOA mailbox.

Tuesday 6:00–6:30 PM election; followed by ballot count with candidate and board representatives. Membership roster with approved absentee ballots is used to keep track of voter's election eligibility.