

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 to elect directors. Below are activities taking place 10 weeks before the annual meeting, which would start approximately the week of Christmas.

The HOA board reserves a location for the election, to be held on the first Tuesday of March. 5-8 PM, is suggested. All times are annotated in the Central time zone.

The HOA board sends out an email and posts to their website for all members asking for board member nominees (and notice of the meeting). This shall occur by January 15th. There is a 21-day period for nominees to contact the board or management company of their intent to run for election. There is no minimum number of signatures required to run for election.

Members must be willing to commit the time required to serve effectively. Nominees must be current in their HOA dues and be full-time residents. Nominees must return a signed Code of Ethics form with their intent to run. Candidates are encouraged to provide a brief bio or resume describing traits/skills that would make them successful as a board member. These will be distributed/posted.

Nominations must be received 21 days from notice, in the HOA mailbox at 102 Levanno Drive or emailed to the requested email address listed in the notice.

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

The HOA board determines which board member(s) (and two community representatives) that will participate in the ballot count process, including, management representatives.

The HOA board sends an email reminder of the annual meeting date and absentee ballot deadline, 5 days before the meeting.

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

First Tuesday of March a minimum of 2 hours is earmarked for in-person voting. Anyone in line by 7:00 pm will be allowed to vote. Candidates can witness the appointed board representatives count official ballots at a reasonable distance. A membership roster with approved absentee ballots is used to keep track of voter election eligibility.