

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

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 outline below depicts the election process policy which is to take place in the 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, after 5:00 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 notice shall be sent 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. Included in this communication, shall be an agenda of the annual meeting, and any other materials the board may deduce is reasonable.

Nomination deadline must be received by February 6, 5:00 PM in HOA mailbox 102 Levanno Drive. Nominations from the floor shall not be acceptable.

Thereafter, the 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, including the names/biography of candidates, a ballot, and a proxy form.

Homeowners may submit their signed ballot, to the Association, by remitting same either to the HOA mailbox, which must be placed in an envelope which is signed by the homeowner, expressing their name and address, or shall be remitted directly to the management entity of the Association, and received by them by 5:00 PM, the day before the meeting. Alternatively, a homeowner may appear in person, or by proxy, on the date of the meeting, to cast their ballot.

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.

On the Monday, immediately prior to the date of election, at 5:00 PM final absentee ballots are removed from HOA mailbox.

On the date of the election, Tuesday, 5:00–7:00 PM election; followed by ballot count with community representatives and board representatives. Membership roster with approved absentee ballots is used to keep track of voter's election eligibility.

The person receiving the highest number of votes, shall receive the board position which has the longest term available, the person receiving the next highest number of votes shall fill the next longest position,

until all positions available that term are filled and this process shall be used to fill all vacant board openings in that years' election.