

Annual Meeting Election Guidelines

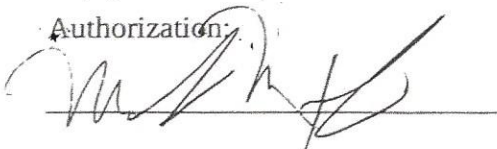
The BVIA elections will be conducted by secret ballot while ensuring the integrity of the voting process is maintained.

A.R.S. Statute 33-12 defines the minimum guidelines an HOA must follow in their voting process. The BVIA board has incorporated those statutes in addition to the following:

- 1) Ballots and ballot envelopes will be sent with the annual dues statement and annual meeting agenda. (See BVIA Amended and Restated Bylaws Article II. Section 3 for notification times). The outside of the ballot envelope must include the name, signature, and BV address and/or lot number. Each ballot and ballot envelope will contain a matching unique number. This will allow the envelope and ballot to be separated before the ballots are tallied. There may only be 1 ballot in each ballot envelope.
- 2) An election committee will be formed to oversee the voting process. The committee will be chaired by a board member that is not up for reelection during the current year. The committee will include at least 2 but no more than 4 non-board members in current standing. These members including immediate family cannot be running for a current board position.
- 3) Depending on current administrative practices, either the management association or the treasurer (if no management association) will receive the ballots. The information on the envelopes will be validated to ensure that the ballot is cast by a current association member as defined by BVIA Bylaws, Article II Sections 6, 7, and 8. After verification, the sealed envelopes will be separated by eligible and non eligible ballots. After the voting deadline, the sealed envelopes will be delivered to the election committee who will tally the ballots on the Thursday or Friday prior to the annual meeting. At that meeting, the chairman will open and separate the envelopes from the ballots. The committee will verify with the chairman that the unique number on the ballot is the same as the envelope. The votes will be recorded on a tally sheet(s). The tally sheet(s) will be signed and dated and placed with the ballots.
- 4) The results of the election will be presented at the annual meeting.
- 5) After the annual meeting, a member may request an inspection of the voting materials after the election is complete. During the inspection, the ballots and envelopes will remain separated. If a ballot or envelope is questioned for validity, a member of the election committee will review the ballot(s) in question and if necessary contact the voter to verify accuracy. The voting materials are available for inspection only and may not be copied in any way.

The majority of the members of the BVIA board of directors at a regular board meeting held on January 8, 2022 approved this procedure. This procedure supersedes all other issues of this procedure established prior to this date.

Authorization:



Mark Mexal, President

1/8/22



Wil Santora, Secretary

1/8/22