



BONITA HIGHLANDS HOMEOWNERS' ASSOCIATION ANNUAL GENERAL ELECTION ELECTION TIMELINE

The Bonita Highlands Homeowners' Association (BHHA) holds its Annual Election of Board Members during the March monthly BHHA Board Meeting, which is usually the first Tuesday in March. The next General Election will be conducted on March 4, 2025. Homeowners who wish to participate in this election process are invited to review the election timeline below and submit the appropriate forms as required.

09/28/2024. Notice of Nomination Procedures and Deadline Mailing Date. The BHHA provides homeowners information regarding the election procedures and the deadline, December 1, 2024, for interested homeowners to submit their Candidate Qualification Form. Candidate Qualification Forms can be obtained from the BHHA Recording Secretary at bhighlanderhoa@gmail.com.

12/01/2024. Nomination Deadline. This is the last day for homeowners to submit their Candidate Qualification Forms (CQF) to the BHHA Board to be nominated for the Board. Homeowners must submit their CFQ to the BHHA Recording Secretary via email at bhighlanderhoa@gmail.com no later than December 1, 2024, or via mail to BHHA Recording Secretary, P.O. Box 458, Bonita, CA, 91908-0458 with a postmark no later than November 30, 2024.

12/01/2024 to 1/31/2025. Selection of "Inspector of Election." The BHHA Board will identify one or three inspector(s) who will be responsible for opening, counting, and auditing the votes for the election.

12/09/2024. Notice of Qualification and Opportunity for Internal Dispute Resolution (IDR). The BHHA will notify each homeowner who submits a Candidate Qualification Form as to their qualification status and acceptance as a formal nomination for a Board member position. The BHHA will also include any reasoning as to why a homeowner was considered not qualified to be nominated for a Board member position and provide the process for the homeowner to dispute this finding.

12/30/2024. IDR Completion Date and Preparation of Candidate List. This is the last day for homeowners and the BHHA Board to complete any IDR actions. Subsequent to this date, the BHHA will prepare a Candidate Registration List and a Voter List which will become part of the election artifacts.

01/01/2025 to 01/20/2025. Pre-Ballot Notice Date. The BHHA will finalize the Candidate Registration List and provide homeowners with the appropriate pre-ballot information. This information will include as a minimum, (1) date, time, and physical address to mail or hand-deliver ballots to inspectors(s), (2) date, time, and location of ballot-counting meeting, (3) list of candidates to appear on the ballots, and (4) notice to homeowners to ensure their official address of record is correct with the BHHA (because that is where the Ballot Package will be mailed). This date also begins the period when homeowners may verify/update their name and official address of record with the BHHA.

01/27/2025. Voter List and Candidate Registration List Correction Deadline. This is the last day for homeowners to report errors in the Candidate Registration List or their official address of record to the Inspector of Election. The BHHA will update any information received within two (2) business days of being received. Homeowners are allowed to verify and update only their personal information.

01/30/2025 to 02/04/2025. Ballot and Election Rule Mailing Date and Finalize Voter List. During this week the BHHA will assemble the Ballot Package for each homeowner and mail same, such that each homeowner receives their ballots by February 10, 2025. The Ballot Package will include as a minimum the voting ballot, envelop for the voting ballot, envelop for the ballot envelop, and voting instructions. The voting instructions will also be posted on the BHHA website. The BHHA will finalize the Voter List which shall contain all the homeowners of record as of the date the ballots are mailed. A copy of the Ballot Package and Voter List will be maintained by the BHHA as artifacts for the election.

03/03/2025. Voting Deadline and Ballot-Counting Meeting. The Inspector of Election will conduct the opening and counting of the ballots during the monthly BHHA Board Meeting on March 4, 2025. The selected Inspector(s) will open the ballots, count them, and identify the top five candidates with the most votes. The Inspector(s) will present their findings to the BHHA Board President who will present the results to the BHHA.

03/17/2025. Election Results Deadline. This is the date the BHHA will post the Annual Election results to the BHHA website and provide same in the BHHA Newsletter. The results will include the number of votes for each selected Board member and the designation of the Board Office for each member selected.