

**THE ELECTION TIMELINE FOR THE  
BONITA HIGHLANDS HOMEOWNERS' ASSOCIATION  
ANNUAL GENERAL ELECTION**

Our Bonita Highlands Homeowners' Association (BHHA) will hold its annual election on **March 6th, 2023**, which is the first Monday in March. Working back from this date, here is our **Election Timeline**:

**11/06/2022 - The Notice of Nomination Procedures and Deadline Mailing Date.** This is the last day to mail our "Notice of Nomination Procedures and Deadline" by general notice or, preferably, individual notice. We must include in our notice, our nomination procedures (including how to submit nominations per the election rules), nomination deadline, and candidate and director qualifications.

**12/06/2022 - Nomination Deadline.** This is the last day to submit nominations. Nominations will be allowed which are actually received or postmarked by this date.

**12/06/2022 - Internal Dispute Resolution (IDR) Notice Date.** The Association must give ten days' individual notice to any non-qualifying candidate that they are unqualified to serve on the board, stating the reason and offering an opportunity to participate in an IDR, on a business day of their choosing, between 10 and 15 calendar days after the notice is provide.

**12/06/2022 to 12/31/2022 - Selection of "Inspector of Elections."** The Association's Board of Directors must select one or three inspector(s) of elections consistent with the election rules. Note that as of January 1, 2020, attorneys, law firms, managers and management companies providing the Association with services other than solely as an inspector of elections are prohibited from serving as inspectors. While this is a "soft" date, it allows adequate time for the inspector(s) to understand and delegate their duties. An inspector must be selected before the pre-ballot notice is delivered.

**12/30/2022 - IDR Completion Date and Preparation of Lists.** This is the last day to complete IDR for any non-qualifying candidates. After the closing of the nomination period, receipt of all nominations, and the completion of any non-qualifying candidate IDR actions (or the passing of that deadline), and before mailing a pre-ballot notice, prepare the candidate registration list and the voter list to be ready for any verification requests.

**12/06/2022 to 01/06/2023 - Pre-Ballot Notice Date.** Finalize candidate registration list. Send pre-ballot notice by general notice (or individual notice, if requested), including (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 (essentially, the candidate registration list); and (4) the voter list and candidate registration list correction deadline. This date also begins the period during which members may verify the accuracy of their own information in the voter and candidate registration lists period.

**01/06/2023 - Voter List and Candidate Registration List Correction Deadline.** This is the last day for members to report errors or omissions in the voter list or candidate registration list to the inspectors(s) of election. Any errors or omissions must be changed or corrected within two (2) business days of being reported. Members are allowed to verify their own information **only** on either list. Do not provide a copy of the voter list or candidate registration list to any owner during the election process. They may be subject to disclosure after the election as part of a records request.

**01/25/2023 to 01/30/2023 - Ballot and Election Rule Mailing Date and Finalize Voter List.** These are the earliest and latest dates to mail or otherwise deliver ballots to the members. Also this is the last date to deliver election rules to the members by either individual delivery (mail) or posting them to the Association's internet website address identified on the ballot. Also, the voter list must be finalized and retained, which must contain all the owners of record as of the date the ballots were mailed or otherwise delivered.

**03/06/2023 - Voting Deadline and Ballot-Counting Meeting.** Our Association's Ballot-counting meeting is also referred to as and "Annual Homeowners' Meeting." It is scheduled after the voting deadline. The meeting is conducted according to our bylaws and election rules.

**03/16/2023 - Election Results Deadline.** This is the last day to provide general notice (by mail or posting on our web site) of the tabulated election results (setting forth the number of votes for each director).