



BONITA HIGHLANDS HOMEOWNERS' ASSOCIATION ANNUAL MEETING AND GENERAL ELECTION PROCEDURES TIMELINE

The Bonita Highlands Homeowners' Association (BHHA) holds its Annual Election of Board Members during the Annual BHHA Meeting, which is usually the first Monday in March. The next Annual BHHA Meeting and General Election will be conducted on March 2, 2027. Homeowners who wish to participate in this election process are invited to review the election procedures timeline below and submit the appropriate forms as required.

11/02/2026. Notice of Nomination Procedures and Deadline Mailing Date. The BHHA provides homeowners information regarding the election procedures and the December 1, 2026, deadline for them to submit their Candidate Qualification Form (CQF). Homeowners interested in running for a BHHA Board position can get the required CQF Form from the BHHA Recording Secretary at bhighlanderhoa@gmail.com.

12/01/2026. Nomination Deadline. This is the last day for homeowners to submit their CQF to the BHHA Board for review and possible nomination for any open Board position. Homeowners must submit their CFQ to the BHHA Recording Secretary via email at bhighlanderhoa@gmail.com or mail to BHHA Recording Secretary, P.O. Box 458, Bonita, CA, 91908-0458 to be received no later than December 1, 2026.

12/01/2026 to 12/18/2026. Selection of "Inspector of Election." The BHHA Board will identify one (or more) inspector(s) who will be responsible for opening, counting, and auditing the votes for the election at the BHHA Annual Meeting.

12/21/2026. Notice of Qualification and Opportunity for Internal Dispute Resolution (IDR). The BHHA will notify each homeowner who submits a CQF as to their qualification status and acceptance as a formal nomination for a BHHA 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.

12/31/2026. 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.

01/01/2027. 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 in PayHOA. This date also begins the two-week period when homeowners should verify and/or

update their name and official address of record in PayHOA. Homeowners that experience any issues with verifying and/or updating their name and address in PayHOA should reach out to the Recording Secretary at bhighlanderhoa@gmail.com for assistance.

Note: The BHHA will use the homeowner's PayHOA address to mail out the Ballot Packages.

01/15/2027. Voter List and Candidate Registration List Correction Deadline. This is the last day for homeowners to verify and/or update any name and address errors in PayHOA. If any homeowners experience any issues with updating their name or address in PayHOA, they should reach out to the Recording Secretary at bhighlanderhoa@gmail.com for assistance.

01/18/2027 to 01/22/2027. 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 1, 2027. The Ballot Package will include as a minimum the voting ballot, envelop for the voting ballot, 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.

03/02/2027. Voting Deadline and Ballot-Counting Meeting. The Inspector of Election will conduct the opening and counting of the ballots during the Annual BHHA Board Meeting on March 2, 2027. 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.

03/15/2027. 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.