

ELECTION GUIDELINES (3/17/21)

- 1) Only homeowners in good standing may vote.
Good standing is defined as being current with all HOA obligations.
- 2) Renters are not eligible to vote.
- 3) There is only one vote per property address.
- 4) Printed ballots will be used for voting. Space will be provided for write-ins.
- 5) All absentee and in-person votes will be confidential. No ballots will be signed.
- 6) Votes may be cast on the designated Election Day or votes may be cast absentee.
- 7) Any homeowner in good standing wanting to vote absentee must complete and sign an Absentee Ballot Affidavit before receiving the ballot(s). EXCEPTION: non-resident homeowner
- 8) Electronic ballots may be cast. **They may not be confidential.**

A) **RESIDENT HOMEOWNERS** wanting to vote absentee must mail, call or email the Management Office to request an absentee ballot(s). Resident homeowners have two choices: an Election Committee member will either meet them at the Clubhouse or come to their residence.

If voting at the Clubhouse, the resident homeowner will first complete and sign an Absentee Ballot Affidavit. Then he/she will mark the ballot(s) in privacy and drop the ballot(s) into the appropriate locked voting box. The affidavit will be secured for documentation purposes in the Election Binder by the Election Committee member.

If voting at a residence, the resident homeowner will first complete and sign an Absentee Ballot Affidavit. Then he/she will mark the ballot(s) and place the ballot(s) in a business-size envelope. The envelope will then be sealed. The resident homeowner must print his/her name on the outside of the envelope. The Election Committee member will take the completed Absentee Ballot Affidavit and the envelope to the Management Office. There, after verifying voter is in good standing, the ballot(s) will be deposited into the appropriate locked voting box and the affidavit will be secured for documentation purposes in the Election Binder by the Election Committee member.

B) **NON-RESIDENT HOMEOWNERS** will receive the Absentee Ballot Affidavit and the ballot(s) via the U. S. mail. They must complete and sign an Absentee Ballot Affidavit to accompany their ballot(s). These documents, the affidavit and the ballot(s), need to be returned to the Management Office by U. S. mail, fax or email. The Management Office will receive mailed, faxed or emailed affidavits and ballots and, keeping all documents from a homeowner together, deposit them in the appropriate locked box. Specifically:

- Mailed documents are to be placed in the designated locked box in the same envelope they were received.
- Faxed documents are to be put in one envelope and then placed in the designated locked box.
- Emailed documents are to be printed and all pages put in one envelope and then placed in the designated locked box.

Two Election Committee members will open the box, secure each homeowner's Absentee Ballot Affidavit in the Election Binder and deposit the homeowner's ballot(s) into the appropriate locked voting box.

On the evening before an Election Day, the absentee ballot affidavits will be used to mark the homeowner's name and property address on the roster as having voted absentee. Similarly, proxies will be used to mark the homeowner's name and address on the roster as having submitted a proxy.

The Absentee Ballot Affidavits are retained as part of the election's documentation as are all proxies, ballots and tally sheets.

The total of all properly submitted ballots and completed proxies establishes quorum.

CONCERNING PROXIES –

- a) A single proxy form (one per property address) shall be delivered to each homeowner.
- b) Information will accompany the proxy form which will state:
 - ✓ A Crestwood Village proxy is a substitute for your presence at a meeting where a quorum must be established in order to conduct HOA business.
 - ✓ This proxy does not appoint someone to vote for you.
 - ✓ This proxy will have no effect on any vote taken at the meeting.
 - ✓ This proxy is NOT a "yes" vote or a "no" vote regarding the issue being addressed at the meeting.
- c) Proxies should be returned to the Management Office if you do not plan to attend the meeting or cast a vote.
- d) A proxy is properly completed if it has the homeowner's printed name, address and signature.
- e) A homeowner may void a proxy statement with an actual ballot(s) up to the close of the Election Day.
- f) On the evening before an Election Day, homeowner proxies will be compared to the voting roster. If in good standing, the homeowner's name and property address on the roster will be marked as having submitted a proxy.

**CRESTWOOD VILLAGE
PROXY FORM**

FOR YOUR INFORMATION:

- ✓ A Crestwood Village proxy is a substitute for your presence at a meeting where a quorum must be established in order to conduct HOA business.
- ✓ This proxy does not appoint someone to vote for you.
- ✓ This proxy will have no effect on any vote taken at the meeting.
- ✓ This proxy is NOT a “yes” vote or a “no” vote regarding the issue being addressed at the meeting.

If you are not planning on attending the meeting or casting a vote on the matter(s) before the HOA, please complete this form and return it to the Management Office.

I do hereby submit this proxy for the sole purpose of establishing a quorum of homeowners at the Crestwood Village Homeowners Association Annual Meeting to be held on Monday, *month, date, year*, at 7:00 PM and all adjournments thereof. I understand this proxy will not be a vote for or against any matter before the HOA at this meeting.

Homeowner’s signature

Printed name

Unit address

Date

HOMEOWNER MAY VOID PROXY AND VOTE IF DESIRED

Return this proxy by –

Email: Please call the Management Office at 301-662-0400 for the current email address to use.

Fax: 301-694-5616

Mail: Election Committee, 6902 Crabapple Drive, Frederick, MD 21703

**CRESTWOOD VILLAGE
ABSENTEE BALLOT AFFIDAVIT**

I would like to exercise my right to vote absentee.

I understand I must complete this form in order to receive my ballot(s).

I understand that I do not have to sign the ballot(s) and that this affidavit must accompany my ballot(s).

This affidavit serves to document my voting eligibility and my exercised right to vote.

By signing this affidavit, I pledge that I am voting absentee and will not be voting in person on Election Day.

Printed name of homeowner: _____

Signature of homeowner: _____

Unit address: _____

Date: _____

FOR OFFICIAL USE ONLY:

The homeowner named above is in good standing with the HOA and is eligible to vote.

Authorizing signature: _____

MANAGEMENT STAFF/ELECTION COMMITTEE MEMBER

Date: _____