

**ELECTION RULES FOR  
WOODSTOCK PROPERTY OWNERS  
ASSOCIATION**

(Civil Code Section 5105)

## Table of Contents

Campaigning/Access to Association Media .....	1
Notice of Election Meeting and Nomination of Candidates .....	1
Notice of Election Meeting and Nomination Procedures .....	3
Secret Ballot Procedure; Record Date .....	5
Inspectors of Election .....	6
Handling of Ballots/Proxies .....	7
Meeting at Which Secret Ballots Shall be Tabulated .....	7
Tabulation of Votes; Quorum Requirement .....	8
Announcement of Results .....	8
Step- by-Step Guide to Director Elections .....	9
Step- by-Step Guide to Adopting/Amending Governing Documents .....	11
Candidate Filing Form (Director Elections) .....	12
Sample Voting Instructions .....	14
Secret Ballot Instructions .....	16
Secret Ballot .....	17
Secret Ballot for Director Elections .....	18
Notice to Owners for Annual Meeting .....	19
Notice to Owners for Special Membership Meeting .....	20
Proxy for Meeting .....	21
Proxy Revocation .....	22
Resolution of the Board of Directors .....	23
Notice to Owners for Regular Board of Directors Meeting .....	24
Notice to Owners for Special Board of Directors Meeting .....	25
Consent to Emergency Action Without Board Meeting .....	26
Notice to Owners of Executive Session Board Meeting .....	27

Pursuant to Civil Code Section 5105, the Board of Directors of Woodstock Property Owners Association hereby adopts the following rules governing elections at Woodstock Property Owners Association:

### **Campaigning/Access to Association Media**

(a) If any candidate or member advocating a point of view is provided access to Association media, newsletters, or Internet Web sites during the campaign for purposes that are reasonably related to the election, equal access shall be provided to all candidates and members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Association may not edit or redact any content from these communications unless said content, if published, would subject the Association to legal action for republishing same. In addition, the Association may include a statement specifying that the candidate or member, and not the Association, is responsible for that content.

(b) All candidates, including those who are not incumbents, and all members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election, shall be provided equal access to any common area meeting space, if any exists, during a campaign at no cost.

(c) Association funds may not be used for "campaign purposes" in connection with any board election. The term "campaign purposes" is defined to include, without limitation, (1) "expressly advocating the election or defeat" of any candidate that is on the ballot; or (2) "including the photograph or prominently featuring the name of a candidate on a communication" from the Association (except the ballot and voting materials and equal access communication sent pursuant to this policy).

### **Notice of Election Meeting and Nomination of Candidates**

(a) At least ninety (90) days before an election meeting of the Association to elect or remove a Board of Directors, and at least thirty (30) days prior to the deadline to submit nominations for candidates, the Board of Directors or its agent shall:

(1) Send a Notice of Election Meeting to each member of record. Individual notice shall be delivered pursuant to Civil Code Section 4040 if such notice is requested by a member. This Notice shall state the location, date and time of the election meeting and the identity and address of the Election Inspector.

(2) Mail, hand deliver or electronically deliver (with member consent) to each owner a Candidate Nomination Form which, among other things, shall set forth the deadline for submission of the Nomination Form and the procedure for such submission to the Election Inspector(s).

(b) At least thirty (30) days prior to the mailing of ballots, the Association shall mail, hand deliver or electronically deliver (with member consent) to each owner a list of all candidate's names that will appear on the ballot.

(c) At least thirty (30) days prior to the election meeting, the Election Inspector(s) shall individually deliver the ballots to the members and either individually deliver a copy of the election rules or notice that the election rules are posted on an internet website which is identified. If posted, the notice shall state in at a font size of at least 12-point on the ballot: The rules governing this election may be found here: <https://woodstockranchsyv.com>.

(d) Each member of the Association's Board of Directors and nominees for the Board shall be a lot owner or a qualified representative. Qualified representatives include Trustees of Trusts, Officers or Managers of Corporations or LLCs or general partners of partnerships of LLP's.

(e) Only Owners may nominate themselves or another Owner/qualified representative. Only Owners may serve as a director except when the Bylaws or CCRs permit the Declarant to appoint or nominate non-owners. Qualifications shall be as set forth in the Bylaws except as otherwise provided in California law;

(f) Any candidate nominated by another person will be contacted to confirm that such candidate consents to having his or her name placed in nomination for election to the Board. If confirmation of consent is not obtained, the nominated candidate will not appear on the ballot.

(g) All candidates who meet the qualifications to serve on the Board and, if appropriate, have confirmed their willingness to run for election to the Board, shall be listed on the secret ballot. Qualifications to run for the Board shall be the same as those to serve on the Board. The following candidates and directors shall be disqualified from running or serving on the Board:

(1) An owner with a prior criminal conviction that would prevent the association from obtaining or maintaining the required fidelity bond under California law;

(2) An owner whose election would result in joint owners of a separate interest serving on the board at the same time:

(3) An owner who is delinquent in payment of regular or special assessments and who has had an opportunity to engage in Internal Dispute Resolution, has not paid amounts in protest and who is not making payments to Association under a payment plan.

(h) Notwithstanding any provision in the Bylaws, all qualifications for directors shall comply with the provisions of Civil Code Section 5100-5115 as amended from time to time.

(i) Any candidate who is disqualified has the right to request Internal Dispute resolution (IDR) with the Association to have the grounds for the disqualification reviewed in an effort to resolve the dispute.

(j) The Candidate Nomination Form must be returned to the Association at the address provided and by the deadline stated on such form. Nominations from the floor of the election meeting for candidates for the Board are not permitted. Write in candidates shall not be permitted.

(k) Procedures for nominations for election to the Board shall comply with Corporation Code Section 7520, Civil Code Sections 5100-5130 as amended from time to time.

(l) For election meetings other than to elect or remove a Board of Directors, at least 30 days before said election meeting, the Board of Directors or its agent shall send a notice of election meeting to each member of record. Individual notice shall be delivered pursuant to civil code section 4040 if such notice is requested by member. This notice shall state the location, date and time of the election meeting and the identity and address of the election inspector."

## Notice of Election Meeting and Nomination Procedures

(a) At least ninety (90) days before an election meeting of the Association to elect or remove a Board of Directors, and at least thirty (30) days prior to the deadline to submit nominations for candidates, the Board of Directors or its agent shall:

(1) Send a Notice of Election Meeting to each member of record. Individual notice shall be delivered pursuant to Civil Code Section 4040 if such notice is requested by a member. This Notice shall state the location, date and time of the election meeting and the identity and address of the Election Inspector.

(2) Mail, hand deliver or electronically deliver (with member consent) to each owner a Candidate Nomination Form which, among other things, shall set forth the deadline for submission of the Nomination Form and the procedure for such submission to the Election Inspector(s).

(b) At least thirty (30) days prior to the mailing of ballots, the Association shall mail, hand deliver or electronically deliver (with member consent) to each owner a list of all candidate's names that will appear on the ballot.

(c) At least thirty (30) days prior to the election meeting, the Election Inspector(s) shall individually deliver the ballots to the members and either individually deliver a copy of the election rules or notice that the election rules are posted on an internet website which is identified. If posted, the notice shall state in a font size of at least 12-point on the ballot: The rules governing this election may be found here: <https://woodstockranchsyv.com>

d) Each member of the Association's Board of Directors and nominees for the Board shall be a lot owner or a qualified representative. Qualified representatives include Trustees of Trusts, Officers or Managers of Corporations or LLCs or general partners of partnerships of LLP's.

(e) Only Owners may nominate themselves or another Owner/qualified representative. Only Owners may serve as a director except when the Bylaws or CCRs permit the Declarant to appoint or nominate non-owners. Qualifications shall be as set forth in the Bylaws except as otherwise provided in California law;

(f) Any candidate nominated by another person will be contacted to confirm that such candidate consents to having his or her name placed in nomination for election to the Board. If confirmation of consent is not obtained, the nominated candidate will not appear on the ballot.

(g) All candidates who meet the qualifications to serve on the Board and, if appropriate, have confirmed their willingness to run for election to the Board, shall be listed on the secret ballot. Qualifications to run for the Board shall be the same as those to serve on the Board. The following candidates and directors shall be disqualified from running or serving on the Board:

(1) An owner with a prior criminal conviction that would prevent the association from obtaining or maintaining the required fidelity bond under California law;

(2) An owner whose election would result in joint owners of a separate interest serving on the board at the same time:

(3) An owner who is delinquent in payment of regular or special assessments and who has had an opportunity to engage in Internal Dispute Resolution, has not paid amounts in protest and who is not making payments to Association under a payment plan.

- (h) Notwithstanding any provision in the Bylaws, all qualifications for directors shall comply with the provisions of Civil Code Section 5100-5115 as amended from time to time.
- (i) Any candidate who is disqualified has the right to request Internal Dispute resolution (IDR) with the association to have the grounds for the disqualification reviewed in an effort to resolve the dispute.
- (j) The Candidate Nomination Form must be returned to the Association at the address provided and by the deadline stated on such form. Nominations from the floor of the election meeting for candidates for the Board are not permitted. Write in candidates shall not be permitted.
- (k) Procedures for nominations for election to the Board shall comply with Corporation Code Section 7520, Civil Code Sections 5100-5130 as amended from time to time.
- (l) For election meetings other than to elect or remove a Board of Directors, at least 30 days before said election meeting, the Board of Directors or its agent shall send a notice of election meeting to each member of record. Individual notice shall be delivered pursuant to civil code section 4040 if such notice is requested by member. This notice shall state the location, date and time of the election meeting and the identity and address of the election inspector.”

**Secret Ballot Procedure; Record Date**

(a) Ballots and a pre-addressed envelope with instructions on how to return ballots shall be mailed by first-class mail or delivered by the Association to every member not less than thirty (30) days prior to the deadline for voting.

(b) Ballots must ensure the confidentiality of the voters.

(1) A voter may not be identified by name, address, or unit number on the ballot;

(2) The ballot may not require the signature of the voter;

(3) The ballot itself is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left-hand corner of the second envelope, the voter prints and signs his or her name, address, and unit owned. If there are multiple units owned by the same person there will be multiple ballots, each with its own envelope. The second envelope is addressed to the inspectors of election, who will be tallying the votes.

(c) Owners may return their secret ballot by mail, hand deliver it to the meeting or complete the ballot at the meeting; provided only those ballots which are delivered to the inspectors of election prior to the polls closing shall be counted. A non-Owner who holds a general power of attorney for an Owner or a valid proxy shall be entitled to receive a ballot and cast said ballot.

(d) A member may request a receipt for delivery. The record date for purposes of voting shall be the date the ballots are mailed to all of the owners.

(e) In the event California law is amended to permit electronic voting in the election of directors, the procedures allowed in said provisions shall automatically be deemed to be permitted by these Bylaws without the need for further amendment.

(f) Cumulative voting is not permitted.

## Inspectors of Election

(a) The Board shall appoint an independent third party as inspector of election prior to the opening of the secret ballots. Independent third parties include, but are not limited to:

- (1) a volunteer pool worker with the County registrar of voters;
- (2) a licensee of the California Board of Accountancy;
- (3) a notary public;
- (4) a member of the Association provided such member is not a member of the Board of Directors or a candidate for the Board of Directors;
- (5) a person who is currently employed or under contract to the Association

(except specifically to act as an election inspector) shall not serve as an Election Inspector.

(b) Prior to secret ballots being mailed to all of the owners, the Board shall determine the Election Inspectors to whom the secret ballots shall be returned

(c) The inspectors of election shall also do all of the following:

- (1) determine the number of memberships entitled to vote and the voting power of each;
- (2) determine the authenticity, validity, and effect of proxies or powers of attorney, if any;
- (3) receive ballots;
- (4) hear and determine all challenges and questions in any way arising out of or in connection with the right to vote;
- (5) count and tabulate all votes;
- (6) determine when the polls shall close;
- (7) determine the results of the election;
- (8) perform any acts as may be proper to conduct the election with fairness to all members in accordance with this section and all applicable Rules of Association regarding the conduct of the election that are not in conflict with this section.

(d) An inspector of election shall perform his or her duties impartially, in good faith, to the best of his or her ability, and as expeditiously as is practical. The decision or act of a majority shall be effective in all respects as the decision or act of all.

(e) Any report made by the inspector or inspectors of election is prima facie evidence of the facts stated in the report.

(f) The Board may remove and replace any inspector of election prior to the tabulation of ballots if an inspector of election resigns or if the Board reasonably determines that an inspector of election will not be able to perform his or her duties impartially and in good faith.



### **Handling of Ballots/Proxies**

- (a) The Election Inspector(s) shall be designated by the Board of Directors. As secret ballots are returned to the Election Inspector(s), the Election Inspector(s) shall check off on a sign-in sheet that a ballot has been received for such unit. The first secret ballot received for any unit shall be the ballot which is counted. Any subsequent ballots for the same unit which are received shall be deemed invalid and shall be discarded. Ballots received by the Election Inspector(s) shall be irrevocable.
- (b) The sealed ballots at all times shall be in the custody of the inspectors of election or at a location designated by the inspectors until delivered to the inspectors at the meeting for the opening of the ballots and the tabulation of the vote.
- (c) No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are to be counted and tabulated.
- (d) After tabulation, election ballots, signed voter envelope, voter list, candidate registration list, and proxies shall be in the custody of the Inspectors of Election or stored by the Association as designated by Inspectors of Election in a secure place until the expiration of the time period for filing a challenge to the election under Civil Code Section 5145. In the event of a recount or other challenge to the election process, the Association shall, upon written request, make the ballots available for inspection and review by members of their authorized representatives. Any recount shall be conducted in a manner that shall preserve the confidentiality of the vote.

### **Meeting at Which Secret Ballots Shall Be Tabulated**

The inspector of the election shall tabulate the ballots for the election of the directors or other matters to which this policy applies at a meeting of the owners, or if no quorum is present, at a special meeting of the Board of Directors duly noticed for the same date, time and place, as the general meeting of the Association called for the purpose of counting ballots. The Board of Directors shall determine the date, time and place of the annual or other general meeting of the owners and the concurrent special meeting of the Board in accordance with the Association's Bylaws

### **Tabulation of Votes; Quorum Requirement**

- (a) All votes shall be counted and tabulated by the inspector of election in public at a properly noticed open meeting of the members or of the Board, at which a quorum of members or a quorum of Board members, as the case may be, must be present. Pursuant to Article II, Section 2.3 (d) of the Bylaws, quorum shall be 50% of the voting power of the membership

- (b) The inspector of election shall confirm that no more than one ballot was returned for each lot.
- (c) Any candidate or other member of the Association may witness the counting and tabulation of the votes.
- (d) In order for the vote for the election of directors to be valid, ballots must be returned by at least a quorum of the owners. If quorum is not obtained, no election will be conducted unless the meeting is adjourned and quorum is met at the rescheduled meeting.

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### **Announcement of Results**

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- (a) The results of the election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next meeting of the Board of Directors and shall be available for review by members of the Association.
- (b) Upon certification of the election results by the inspectors of election, the newly elected Board members shall be deemed to have taken office.
- (c) Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all members.

**Step-by-Step Guide to Director Elections**

<p><b>Step One</b></p>	<p>Board adopts Election Rules (Skip this step if Board has already adopted Election Rules)</p>
<p><b>Step Two</b> At Least 90 Days Before Owner Meeting</p>	<p>Board follows nomination procedure to call for candidates and Announces date of Election Meeting</p>
<p><b>Step Three</b> At Least 30 Days prior to mailing of secret Ballot)</p>	<p>Board mails or otherwise delivers to each owner a list of the candidates on nominations received; Board appoints Election Inspectors</p>
<p><b>Step Four</b> At least 30 days prior to election meeting</p>	<p>Election inspector causes to be mailed to each owner the secret ballots with instructions to return to inspector(s) of election.  Ballots must be mailed with 2 envelopes to owners and appoints inspector(s) of election (may not be management company employee)</p>
<p><b>Step Five</b></p>	<p>Owners may return ballots in person or mail to inspector(s) of election before meeting or return personally to inspector(s) at meeting.  Owners may give proxy to another owner to obtain secret ballot</p>
<p><b>Step Six</b> At Owner Meeting</p>	<p>Meeting is held to tabulate ballots. If ballots don't meet quorum, meeting may be reconvened at a later time; if quorum not reached, current board remains in place until replacements are elected.  Bring extra ballots to meeting for those who wish to vote at meeting and for those who bring proxies to exchange for ballots  Inspector registers ballots against member list by looking at outer envelope (this may be done before meeting), then opens envelopes and counts votes at meeting. Owners may watch count at a reasonable distance. Inspector must certify vote results in writing.  Inspector of Election announces election results.</p>

<b>Step Seven</b> Within 15 Days After Meeting (required time period per Civil Code)	HOA notifies Owners of vote results. Results shall be recorded in the minutes of the next regular Board meeting
<b>Step Eight</b> 1 Year After Meeting (required time period per Civil Code)	HOA must hold ballots for 1 year during which any owner may see upon request

**Step-by-Step Guide to Adopting/Amending Governing Documents**

<p><b>Step One</b></p>	<p>Board adopts Election Rules (Skip this step if Board has already adopted Election Rules)</p>
<p><b>Step Two</b></p>	<p>Board appoints inspector(s) of election (may be management company employee or Owner who is not a current Board member or related to a current Board member)</p>
<p><b>Step Three</b> 30 Days Before Owner Meeting (required time period per Civil Code)</p>	<p>HOA mails written meeting notice and secret ballot to owners with instructions to return to inspector(s) of election. Ballots must be mailed with 2 envelopes to owners</p> <p>Documents to be approved must be mailed/personally delivered 15-60 days before mailing ballots to owners</p>
<p><b>Step Four</b> Before Owner Meeting</p>	<p>Owners may return ballots in person or mail to inspector(s) of election before meeting or return personally to inspector(s) at meeting</p> <p>Owners may also assign proxy to another owner</p>
<p><b>Step Five</b> At Owner Meeting</p>	<p>Meeting is held to tabulate ballots. If ballots don't meet quorum, meeting may be reconvened at a later time</p> <p>Bring extra ballots to meeting for those who wish to vote at meeting and for those who bring proxies to exchange for ballots</p> <p>Inspector registers ballots against member list by looking at outer envelope (this may be done before meeting), then opens envelopes and counts votes at meeting. Owners may watch count at a reasonable distance. Inspector must certify vote results in writing</p>
<p><b>Step Six</b> Within 15 Days After Meeting (required time period per Civil Code)</p>	<p>HOA notifies Owners of vote results. Results shall be recorded in the minutes of the next regular Board meeting</p>
<p><b>Step Seven</b> 1 Year After Meeting (required time period per Civil Code)</p>	<p>HOA must hold ballots for 1 year during which any owner may see upon request</p>

**Candidate Filing Form (Director Elections)**

**Filing Deadline:** This form must be submitted to the Association office by no later than 5:00 p.m. on \_\_\_\_\_ (date).

**Qualifications:** All candidates for the board are subject to meeting the qualifications set forth in the governing documents.

**Candidate Bio:** Please include a bio of yourself to be included in the election package that will be mailed to all members. The bio should not exceed 250 words and may not advocate any particular position, i.e., it cannot be a campaign statement. Campaigning may be done by all candidates separately from the election package mailed to the membership.

**Questionnaire.** Your answers to the following questions will be included in the election packet to the membership.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. <b>Ownership.</b> Are you on title to a unit/lot in the Association?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b>Occupation of Nominee.</b> _____.  |                          |                          |
| 3. <b>Goals of Association.</b> _____<br>_____.  |                          |                          |
| 4. <b>Reason for Nomination.</b><br>_____<br>_____.  |                          |                          |
| 5. <b>Criminal Record.</b> Have you been convicted of a felony within the past ten (10) years?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <b>Conflicts of Interest.</b>   |                          |                          |
| a. Do you have any ownership interest in or serve on the boards of any of the vendors providing services to the Association? | <input type="checkbox"/> | <input type="checkbox"/> |
| Describe: _____  |                          |                          |
| b. Are you an employee of any of the vendors who provide services to the Association? Describe: _____                        | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Do you have family members employed by or with ownership interests in any vendors providing services to the Association?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Describe: _____  |                          |                          |
| d. Are there any matters pending before the Board in which you have a personal, financial, or familial interest?             | <input type="checkbox"/> | <input type="checkbox"/> |
| Describe: _____  |                          |                          |

CONTACT INFORMATION

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home telephone \_\_\_\_\_ Work \_\_\_\_\_

E-mail address \_\_\_\_\_

**Truthful Answers.** I hereby file as a candidate for the election of directors. I declare that each of the answers above is complete and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

Date received \_\_\_\_\_ Received by

\_\_\_\_\_

~

## Sample Voting Instructions

To All Members of Woodstock Property Owners Association :

Together with these instructions you will find the following items:

- Notice of an upcoming election at Woodstock Property Owners Association
- Your ballot for the purpose of voting in the election;
- Two envelopes, one blank and one preaddressed to the inspectors of the election;
- A copy of the election rules for Woodstock Property Owners Association.

The owner(s) of each Unit are entitled to cast one vote per Unit owned. Please read the following ballot measure carefully and indicate whether you wish to vote for or against each ballot measure listed. Your vote will be cast in accordance with your choice as set forth on this ballot form.

This measure must be approved by \_\_\_\_\_% of the Owners in order to be enacted. The Board of Directors has determined that only Owners of record at the close of business on \_\_\_\_\_, 20\_\_\_\_ will be entitled to vote on this ballot measure.



Please follow these steps to vote in this election:

1. Mark your ballot. REMEMBER: Do not sign the ballot or place any identifying information on it as this is a secret ballot.
2. Insert your ballot into the blank envelope.
3. Place the blank envelope into the envelope preaddressed to the inspectors of election.
4. Sign and print your name in the upper left hand corner of the envelope preaddressed to the inspectors of election, and indicate your address or unit in the same space.
5. Stamp and mail the package to the preaddressed location.
- 6.

You may also deliver your ballot by \_\_\_\_\_ to the address indicated. You are entitled to a receipt for your ballot if you want and request one. Once you have sent in or delivered your ballot, your vote is deemed cast and will be counted by the inspector or inspectors of election on election night as it is cast. You cannot change your vote once your ballot is mailed or delivered.

We encourage you to participate in this very important event and thank you for your participation.

If you have any questions, please contact:

**Secret Ballot Instructions**

Cast your ballot by indicating your choice and inserting it into the blank envelope. **Do not sign or write your name or unit number on the ballot or blank envelope.** Place the blank envelope containing the ballot into the preaddressed envelope and seal it. On the outside of the preaddressed envelope, print your name, sign your name below your printed name and print your address in the space provided.

Either mail or hand deliver the signed and sealed preaddressed envelope (with the sealed blank envelope inside) to the inspector of elections noted on the preaddressed envelope, so that it is actually receive on or before \_\_\_\_\_ on \_\_\_\_\_.

Your vote will be invalid if received after \_\_\_\_\_ on \_\_\_\_\_, unless the deadline date is extended by a vote of the Board and notice to owners.

**Secret Ballot**

PROPOSAL:

I/We, hereby, cast my/our vote for or against the above action as follows:

For [ ]

Against [ ]

Abstain [ ]

Name:

Date:

, 202\_\_

Lot Address:

**Secret Ballot for Director Elections**

**ELECTION OF THREE (3) DIRECTORS\*\*.** You may vote for only 3 persons by placing an "X" in the boxes next to their names. If you make a mistake, cross out the error and initial the change. DO NOT vote for more than 3 persons.

Nominees are listed in alphabetical order.

Names of Candidates Nominated for Director:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\*\*Variable factors per the Association governing documents.

Name:

Date:

, 202\_\_

Lot Address:

(INCLUDED ON ALL BALLOTS)

**REVENUE RULING 70-604.** As provided in Revenue Rulings 70-604 and 75-371, any excess membership income at the end of an association's fiscal year must be either applied to next year's reserves or used as an offset against future assessments. This rule requires the vote of the membership.

- YES, Apply the excess membership income to next year's reserves.
- NO, Do NOT apply the excess membership income to next year's reserves (will have potential tax implications for the association).

**Notice to Owners for Annual Meeting**

Date:

Time:

Location:

Notice is hereby given that on \_\_\_\_\_, 20\_\_\_\_ (*date*), at \_\_\_\_:\_\_\_\_.M. (*time*), the Annual Meeting of Woodstock Property Owners Association will be held to discuss the following issues:

There will be a vote of the Membership on the following issues:

Members who will be unable to attend the meeting should execute the enclosed proxy and return it no later than \_\_\_\_\_ to:

The meeting will be held at \_\_\_\_\_, located at \_\_\_\_\_ . Directions to this location are available from:

The Board of Directors  
Woodstock Property Owners Association

**Notice to Owners for Special Membership Meeting**

Date:

Time:

Location:

Notice is hereby given that on \_\_\_\_\_, 20\_\_\_\_ (*date*), at \_\_\_\_:\_\_\_\_ \_\_\_\_M. (*time*), there will be a special meeting of the members of Woodstock Property Owners Association to discuss the following issues:

There will be a vote of the Membership on the following issues:

Members who will be unable to attend the meeting should execute the enclosed proxy and return it no later than \_\_\_\_\_ to:

The meeting will be held at \_\_\_\_\_, located at \_\_\_\_\_ . Directions to this location are available from:

The Board of Directors  
Woodstock Property Owners Association

**Proxy for Meeting**

I/we, \_\_\_\_\_ (*names of owner(s)*), hereby designate \_\_\_\_\_ (*name of person attending meeting*) as my/our proxy holder with full powers to appear, represent and cast votes upon any matter on my/our behalf at the meeting on \_\_\_\_\_, 20\_\_\_\_.

I/we hereby authorize my/our proxy holder to use his/her best judgment in exercising my/our vote **on any and all matters** which may come before the meeting.

The undersigned hereby revokes all prior proxies, if any.

Date:

Owner Signature:

Printed Name:

Date:

Owner Signature:

Printed Name:

Lot No.:

Street Address:

Please note: Any instruction given in a proxy issued for an election that directs the manner in which the proxy holder is to cast the vote shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. The proxy holder shall cast the member's vote by secret ballot (Civ. Code § 1363.03)

**Proxy Revocation**

I/we, \_\_\_\_\_ (*names of owner(s)*), hereby revoke our proxy executed on \_\_\_\_\_ (*date of proxy*).  
\_\_\_\_\_ (*name of person authorized by proxy*) is not authorized to exercise my/our vote at the Board/Membership meeting on \_\_\_\_\_ (*date*) at \_\_\_\_\_ (*location*), California.

I/we understand that if I/we do not execute a new proxy or personally vote at the meeting my/our vote will not be counted on any matter.

Date:

Owner Signature:

Printed Name:

Date:

Owner Signature:

Printed Name:

Lot No.:

Street Address:



**Resolution of the Board of Directors**

RECITALS

Whereas,

(state meeting date, time)

Whereas,

(state facts upon which resolution is based)

Whereas,

(state additional facts, as necessary)

RESOLUTION

It is hereby resolved by the Board of Directors for Woodstock Property Owners Association that  
(state substance of resolution):

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By:

Secretary

Woodstock Property Owners Association

**Notice to Owners for Regular Board of Directors Meeting**

Date:

Time:

Location:

Notice is hereby given that the regular (monthly/quarterly) meeting of the Board of Directors for Woodstock Property Owners Association will be held on \_\_\_\_\_, 20\_\_\_\_ (*date*), at \_\_\_\_:\_\_\_\_.M. (*time*) to discuss the following issues:

The meeting will be held at \_\_\_\_\_, located at \_\_\_\_\_.

Directions to this location are available from:

The Board of Directors  
Woodstock Property Owners Association

**Notice to Owners for Special Board of Directors Meeting**

Date:

Time:

Location:

Notice is hereby given that a special meeting of the Board of Directors for Woodstock Property Owners Association will be

held on \_\_\_\_\_, 20\_\_\_\_ (date), at \_\_\_\_\_ : \_\_\_\_\_ .M. (time) to discuss the following issues:

The meeting will be held at \_\_\_\_\_, located at \_\_\_\_\_.

Directions to this location are available from:

The Board of Directors  
Woodstock Property Owners Association

**Consent to Emergency Action Without Board Meeting**

We, the undersigned, being all the directors of Woodstock Property Owners Association, a California non-profit corporation, hereby consent to the following emergency action by the Board of Directors without a meeting (*description of action to be taken*):

Dated:

Please note: This document must be filed with the minutes of the

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

\_\_\_\_\_  
(Signature of Director)

**Notice to Owners of Executive Session Board Meeting**

Date:

Time:

Location:

Notice is hereby given that an executive session of the Board of Directors for Woodstock Property Owners Association will

be held on \_\_\_\_\_, 20\_\_\_\_ (*date*), at \_\_\_\_:\_\_\_\_ \_\_\_\_M. (*time*) to discuss the following issues:

The meeting will be held at \_\_\_\_\_, located at \_\_\_\_\_.

Directions to this location are available from:

The Board of Directors  
Woodstock Property Owners Association

Please note: This document should be filed with the records of the Board of Directors.