

## Ballot Counting Procedures for Board of Directors Election

**The white envelope is returned by US Mail or hand delivered to the office.**

- White envelope is checked to see if villa address is on the outside of the envelope
- White envelope is opened to extract surveys
- If owner has included their dues (improperly), their checks are given to the bookkeeper to record payment and process
- Pink ballot envelope is secured separately in a box

**The unopened pink ballot envelopes are evaluated by checking against HOA records**

- Villa address, name and signature ***must be included*** on the front of the pink envelope to qualify for county – information verified against HOA member information on file
- The owner's account is checked against HOA records to determine if their account is delinquent or there are any outstanding fines (CC&R's Article 6 Section 6.5)
- Properly documented pink envelopes are separated from incomplete, disqualified envelopes (no name and/or address and/or signature on outside of pink envelope and/or fines and/or delinquent account)
- A total of **223** qualified pink ballot envelopes are required to meet the quorum

**Physical counting of the pink ballots**

- Ballots are officially opened and counted the Monday before the annual meeting – second Tuesday in February (office is closed for counting).
- Counting is conducted and recorded by the members of the Nominating Committee who are not employees of the HOA or current members of the Board of Directors – one of the office staff is available for answering questions and locking up the ballots after the count – ballots are kept for at least 1 year.
- Counting is supervised by the Nominating Committee Chairperson.
  - Once the counting is completed, ballots are locked up in the office
  - Election results are announced at the Annual Meeting by the Chairman of the Nominating Committee and are not known to current board members until said meeting. Committee Members are identified and thanked by the Chairman.