

Fri, Mar 15, 2024, at 11:08 AM

Dear HCOA Owner,

The Annual Meeting will be held this year on Sunday May 26, 2024. Coffee and light refreshments will be available starting at 8:00am. The Meeting will begin promptly at 9:00am.

The majority of owners surveyed opted to cancel the Annual BBQ and use the funds towards maintenance of our properties, the BBQ is cancelled.

There are four Board of Director members whose current terms expire this year:

- Michael Abbott
- Michele Butler
- Kathy Degan
- Vinny Zaccardi

All four are running for re-election.

Voting by mail will be following a new procedure this year, to ensure anonymity in voting. The process will be similar to mail in voting for state and federal elections. Please see attached for a description of the procedure, as well as the instructions that will be included in the ballot mailing to be sent out in mid-April.

If anyone wishes to run for a BOD position please contact Michele Butler (mbutlerlookout@gmail.com) prior to April 13 so your name may be included on the ballot.

Sincerely,
Lookout Board
Kathy Degan, President
Ed Chamberland, Vice President
Michael Abbott, Secretary
Tom Tremblay, Treasurer
Michele Butler
Vinny Zaccardi

 **2024 Election Instructions and Process.pdf**
72K

Horizons Condominium Owners Association

2024 Annual Election

Process for Voting by Mail

1. Each unit owner will receive a mailing containing the following:
 - a. Instructions
 - b. Absentee ballot form
 - c. Blank envelope
 - d. Envelope addressed to HCOA with unit number noted on back of envelope
 2. The ballot form will be placed in the blank envelope and sealed by the owner
 3. The owner will place the sealed, blank envelope inside the addressed envelope and mail to HCOA
 4. HCOA will make a note of units returning envelopes on a master list
 5. Sealed envelopes will be removed from the mailing, and kept aside until Annual Meeting
 6. At the Annual Meeting, anyone who has not returned the ballot form (whose name is not marked off), can take a ballot for in-person voting
- The ballot form will not have any identifying information on it – the only record of voting will be the check on the master list (similar to how local elections are conducted)

Horizons Condominium Owners Association

2024 Annual Election

Instructions for Voting by Mail

Dear HCOA Owner,

Included in this mailing are your materials for voting in the 2024 Board election, should you choose to vote by mail. Voting will also take place at the Annual Meeting, being held at 9am on Sunday, May 26 in the Garden Room at the Lookout. *Each unit may only vote once.*

In this envelope you will find the following:

1. Absentee form
2. Blank envelope
3. Envelope pre-addressed to HCOA with your unit number written on the back

Please complete your ballot form and seal it in the blank envelope provided. Then place the sealed envelope inside the envelope addressed to HCOA. Your ballot will be removed from the mailing envelope and will not be opened until votes are counted by volunteers at the Annual Meeting. Once received, your unit will be checked on the master list and another ballot cannot be taken at Annual Meeting.

Please note – in the past, some owners have sent HOA dues and notes with mailed ballots. Only ballots should be placed in the sealed envelope. If anything other than a ballot is sent in the same envelope, it will not be opened until the day of the Annual Meeting and HOA dues may be subject to a late fee.

If there are questions, please reach out to Mike Abbott (mdaghost@verizon.net) or Michele Butler (mbutlerlookout@gmail.com)

Thank you in advance for your participation in this process.

Sincerely,

Lookout Board

Kathy Degan, President

Ed Chamberland, Vice President

Michael Abbott, Secretary

Tom Tremblay, Treasurer

Michele Butler

Vinny Zaccardi