

Forest Lakes Community Association

Board of Directors Election Procedures

Established: November 6, 2006

Key requirements from Forest Lakes Bylaws, Covenants and other legal documents:

- Owners of all Forest Lakes residential units are entitled to vote (tenants are not eligible to vote).
- Commercial properties are not entitled to vote (but are subject to FLCA rules and assessments).
- Each unit is entitled to two sets of votes (enabling an owner or co-owners to “split their votes” should they wish to).
- Each unit gets the same number of votes (and pays the same level of assessments), with no differentiation in number of votes allowed based on unit value, age or income of owner or any other factor.
- Owners who are in default on FLCA assessments will have their voting rights suspended.
- New owners who close on their property after the date of the ballot mailing are eligible to vote upon providing appropriate documentation of ownership.
- The election is to occur in conjunction with Annual Meeting in January each year.

Candidate timetables:

- Candidates who wish to run must submit their name, address and contact information to Community Group, FLCA’s designated management company
- A December date is determined each year by the management company for a candidate to be included on the pre-printed ballot and have a candidate statement published in the newsletter and on the website.
- A short statement, a picture, address and contact information, and any comments on qualifications or proposed priorities or related may also be submitted at that time.
- Candidates will be given a copy of the Forest Lakes Code of Conduct that governs Board operations, and will be asked to acknowledge receipt of it
- Additional candidates can submit their names at any time, up to the beginning of the “Board Election” section of Annual Meeting, and will be treated as “write in” candidates.

Providing information to Community:

- Names, addresses and contact information for candidates who meet the deadline above will be included in the January FLCA Newsletter, on the website, and in the December mailing, together with the candidate statements.
- A ballot, voting instructions, a copy of the candidate statements, and a pre-addressed return envelope will be mailed to all Forest Lakes homeowners in December. Additional copies of the ballot and candidate statements will be available at the FLCA Office.

- The mailer will indicate “Ballot Enclosed” on the front of the envelope. For purposes of the Bylaws, the Board of Directors election and enclosed ballot represents a motion for vote by the Members of the Association.
- A Meet the Candidates session will be scheduled in January for homeowners to get to know the candidates and ask questions in an informal setting.

Ways to Vote:

- There are three ways to vote:
 - In person at the Annual Meeting: You can come to the meeting and cast your vote there (blank ballots will be available).
 - Absentee: You can fill in your ballot and follow the instructions for mailing it or dropping it off at ballot box at the FLCA office, and your ballot will be presented and counted at the Meeting.
 - Proxy: You can designate someone to fill in a ballot for you, using a Proxy Designation Form that you mail or drop off at the FLCA Office. Please mark “PROXY” on the enclosed envelope. That person would be responsible for identifying themselves at the Annual Meeting, where they will be given a ballot to cast in person on your behalf.
- Each household is entitled to two votes for each Board of Directors vacancy to be filled (there are seven vacancies).
- The ballot has two columns for you to use – one for each of your set of votes. **For each column, select seven (or fewer) candidates.**
- Ballots need to be signed by one of the owners (both do not need to sign), and you must print your name and your Forest Lakes property address.
- Absentee Ballots and Proxy Designation Forms must be received at the FLCA office no later than 4 PM on the day of the Annual Meeting
- In-person votes will be accepted up to the close of the “Board Election” section of the Annual Meeting.
- The procedures above apply to Proxy Designations as well as to ballots.

Counting of Ballots:

- The ballots will be counted by Community Group, Inc., FLCA's designated management company, following standard procedures that Community Group will provide to the Board for advance approval. These procedures will include verifying the eligibility of voters using a current master list of homeowners and addresses, and the involvement of independent volunteer vote counters and overseers. Any candidate may designate a person (other than themselves or their family members) to act as an overseer.
- Absentee ballots that are mailed in or dropped off at the FLCA Office will be counted in meeting the quorum requirements for the Meeting. Check the website or call the Association office for dates and times of ballot opening.
- Ballots will be held in a secure location by Community Group at all times.
- Community Group will announce the results of the election (including vote counts for each candidate), which will also be publicized in the FLCA newsletter and on the website.

Disputes:

- In the event that a voter has a significant concern about the conduct of the election or the counting of the ballots, the voter may request a recount within 30 days following the election, in writing (a) providing specific compelling evidence validating such concern and (b) showing that such a recount might reasonably be expected to change the outcome. Community Group will identify and engage an independent third party to determine the validity of any such request.
- Any recount must be conducted by an independent third party such as an accounting firm. Homeowners shall not be entitled to handle or inspect individual ballots, in order to preserve the confidentiality of the voting process.

Retention of records:

- Ballots and supporting material shall be retained for 6 months following the election and shall be subject to the standard records retention policy and procedures used by FLCA for other records and papers.