

11/17/10

Abbe Springs Ranches HOA, Inc. Rules and Regulations

Abbe Springs Ranches HOA Membership Voting Procedures

These are the voting procedures adopted by the board to count votes for any issue or election. All issues that need a vote will be sent to HOA members by mail and/or e-mail.

Votes at membership meetings

1. The board determines which HOA positions and/or issues will be voted upon and develops the ballot language.
2. The Secretary e-mails ballots to all owners who have provided e-mail addresses to the HOA. The e-mailed ballots request that owners reply upon receipt so the Secretary has proof of delivery. The Secretary sends ballots via U.S. mail to all owners who do not have an e-mail address and, after a period of about one week, to those owners for whom an e-mail reply was not received.
3. The designated Vice President manages the voting process and relinquishes responsibility of that job to a designee if he or she is running on the current ballot.
4. Prior to the meeting the Vice President (or designee) obtains volunteers (2-3 depending on number of issues) to serve as Proctors to count the votes. It is best to get a sense from the Treasurer and Secretary about who may have replied to notices about attending the meeting, and to avoid selecting volunteers who are not in good standing due to unpaid annual fees.
5. The Secretary receives all ballots by U.S. mail, e-mail or fax. All U.S.-mailed ballots remain sealed until the meeting, when volunteer Proctors open the envelopes. The e-mails and faxes are printed by the Secretary and given to the Proctors.
6. The Proctors and Vice President gather ½ hour prior to the meeting to count the votes (longer time may be necessary if there are votes on multiple issues).
7. The Vice President (or designee) explains the process to the Proctors and oversees the counting.
8. Ballots are put in order by lot number. This prevents duplicates due to multiple owners of the same lot voting more than once, as well as owners who send in ballots and accidentally vote again at the meeting.
9. Proctors count all ballots:
 - a. Members must be in good standing to have their ballots counted per Article III, Sections 2 and 4 of the By-Laws. Verify with the Treasurer which owners cannot vote.
 - b. Votes do not count if a member checkmarks more ballot spaces than allowed.
 - c. Each lot gets one vote. Members with multiple lots get one vote for each lot.
10. Proctors write the results of the vote on a blank page or on the first ballot, and sign and date the information.

11. At the beginning of the meeting, the President calls for any last-minute votes to be submitted.
12. After all regular business has been conducted, just before adjournment of the meeting, the Vice President calls for the Proctors to announce the results.
13. If there are new board members elected, the director(s) officially join the board at this time. After the membership meeting the board conducts a short meeting to assign officer positions.
14. Results of all votes are included in the meeting minutes that are posted online and sent to owners via the annual mailing.

Votes not taken at the membership meeting

From time to time issues come up which the board determines requires a vote of the membership that do not coincide with the dates of the membership meetings.

- a. The board determines which issues will be voted upon and develops the ballot language.
- b. The Secretary manages the voting process.
- c. The Secretary e-mails ballots to all owners who have provided e-mail addresses to the HOA. The e-mailed ballots request that owners reply upon receipt so the Secretary has proof of delivery. The Secretary sends ballots via U.S. mail to all owners who do not have an e-mail address and, after a period of about one week, to those owners for whom an e-mail reply was not received.
- d. Prior to counting the votes, the Secretary obtains volunteers (2-3 depending on the number of issues) to serve as Proctors to count the ballots.
- e. The Secretary receives all ballots by U.S. mail, e-mail or fax. All U.S.-mailed ballots remain sealed until counting takes place, when the volunteer Proctors open the envelopes. The e-mails and faxes are printed by the Secretary and given to the Proctors.
- f. The Secretary explains the process to the Proctors and oversees the counting.
- g. Proctors count all ballots:
 - i. Ballots are put in order by lot number. This prevents duplicates due to multiple owners of the same lot voting.
 - ii. Members must be in good standing to have their ballot counted per Article III, Sections 2 and 4 of the By-Laws. Verify with the Treasurer which owners cannot vote.
 - iii. Votes do not count if a member checkmarks more ballot spaces than allowed.
 - iv. Each lot gets one vote. Members with multiple lots get one vote for each lot.
 - v. Proctors write the results of the vote on a blank page or on the first ballot and sign and date the information.
- h. Results of all votes are recorded in the minutes of the next Board of Directors' meeting, and posted online.

Approved 11/17/10 BOD Meeting