



HIGH LONESOME RANCH ESTATES PROPERTY OWNERS ASSOCIATION

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High Lonesome Ranch Estates Property Owners Association

ELECTION PROCEDURES FOR MARCH 2024 ELECTION

Approved Jan. 25, 2024

1. OVERVIEW

A. Applicability. These procedures apply to the March 2024 annual election and supersede all previous HLRPOA election procedures documents.

B. Guiding Principles. Our goal is to include the voice of every lot account voter that wants to participate; and ensure the integrity of the election results.

C. Third-Party Organizations. The HLRPOA Board of Directors will contract Election Buddy and the League of Women Voters to manage many aspects of the election. Election Buddy will create both electronic and paper ballots, send all ballots to Association members, answer voter questions, and receive and tally all electronic and mail-in paper ballots. Members voting with paper ballots will mail ballots to an address provided by Election Buddy, not to the Association PO box. The League of Women Voters will manage in-person voting at the Annual Meeting on March 23, 2024.

D. Election Committee. The Board of Directors will serve as the Election Committee (EC). The Secretary will serve as the chairperson. No director running for election will serve on the EC. Only participating members of the board will have access to third-party organizations and exchange membership, ballot, and voting information with them.

E. Voting and Ballots. Each lot account will receive one ballot. A lot account may vote by electronic ballot or paper ballot. No lot account owner may submit a ballot on behalf of another lot account owner; i.e., no couriers are allowed. There will be no cumulative voting or weighted voting.

F. Governance. Nomination and voting policies and procedures are governed by applicable Arizona Revised Statutes; the Association's Declaration of Conditions, Covenants, Restrictions, and Easements; and the Association's Bylaws.

2. PROCEDURES

A. Modifications. These procedures may be modified, if necessary, to meet the requirements of the Election Buddy contract or other third-party contractors. Modifications will require board approval and will be announced to members.

B. Annual Meeting and Election of Board Members. The annual election will be held in conjunction with the Association's annual membership meeting. The annual meeting will comply with ARS 33-1804. The presiding officer will announce election results before the close of the meeting unless the third-party contractor has not tallied all ballots received.

C. Election Timeline. Will follow statutory requirements. See Attachment 1.

D. Nominations. See Section 5.1 of the Bylaws. Members in good standing and prepared to discharge duties in accordance with the standards of conduct defined in applicable ARS are invited and encouraged to become candidates for this election. Candidates will be asked to submit brief statements that will be made available to voters.

E. Notice of the Meeting. The Association will mail a notice of the Annual meeting in accordance with ARS 33-1804 not fewer than 10 nor more than 50 days in advance of the meeting. The secretary will prepare the notice for board review. The notice will include, at a minimum, the date, time, location, purpose, agenda, and remote login options for the meeting. It will also include instructions, deadlines, and other necessary or time-sensitive information. The Association may use a commercial vendor to mail the notice.

F. Verification of Mailing and Email Addresses. The Secretary maintains lot owner addresses (mail and email) and will verify addresses prior to the opening of the election. Verification may include requesting owners to respond with a unique code sent to them, or other method. If a lot account owner does not verify an email address, they will be able to vote by paper ballot mailed to the account's mailing address in Association records.

G. Ballot Material. Election Buddy will produce all ballots according to state law and in coordination with the EC. Ballots and ballot materials will be distributed to voters as soon as possible but no later than required by ARS 33-1812. The EC will request that Election Buddy distribute ballots and open voting four weeks before the Annual Meeting date.

H. Electronic Voting System.

1. Access to the Election Buddy account will be limited to the Election Buddy employee administrator. Setup parameters communicated to the Election Buddy administrator will be agreed upon by two designated directors, with input from other EC members to the extent possible.
2. The highest security and integrity parameters available in the electronic voting system will be adopted when selecting from the options available.
3. Once the election goes live, no member of the Association (including board members) will have access to the system until the election closes.
4. Election Buddy personnel will transcribe votes from mail-in paper ballots into the Election Buddy system.
5. Voters can contact a dedicated Election Buddy email address with questions once voting has opened.

I. Members Running for Election: Members whose names will appear on the ballot will not be involved in managing the election and will not have access to electronic or paper ballots cast by the membership once the election begins.

J. EC Chairperson Duties:

1. Supervise the overall election process including any third-party vendors.
2. Liaise with the third-party contractors during the annual meeting.
3. Document any reason why a specific ballot or envelope is marked as spoiled.
4. Not be the presiding officer at an annual or special meeting.
5. Make every effort to resolve discrepancies and to count as many eligible votes as possible assuring a fair, open, and honest election.

K. Voting at the Annual Meeting. Third-party contractors will handle all aspects of in-person voting at the March 23 Annual Meeting. No association member will handle ballots or manage the electronic voting. The EC will provide the third parties with Election Buddy login credentials, voter lists, supplies, or other materials as required. At the meeting, voters may cast a paper ballot or an electronic ballot (provided computer access is available at the venue). The EC will ensure that materials necessary for voting are available at the meeting. Before any in-person voting is allowed for any lot account, the third-party representative will verify that no vote has already been tallied for that lot account.

L. Post-Election Review. Within 90 days after this election, the Board shall solicit and consider member input to modify these procedures.

M. Election Materials. All election materials, electronic and paper, will be maintained in Association records per applicable ARS.

N. Election Committee Meetings. Meetings will be conducted openly in accordance with ARS 33-1804.

Attachment 1: Annual Meeting and Election Timeline

High Lonesome Ranch Estates

Property Owners Association

Attachment 1: Annual Membership Meeting & Election Timeline

- “D” is the date of the Annual Meeting.
- D minus 90 days: Research and approve third-party election vendors and services. Reserve suitable meeting venue. Begin verifying all PO mailing and email addresses.
- D minus 60 days: Solicit nominations from members to run as candidates for the board of directors. Consolidate candidate statements.
- D minus 50 days: Mail all property owners information about the date, time, location, purpose and agenda for the Annual Meeting of the Members, the number of upcoming board vacancies, general instructions and deadlines for electronic and paper ballot absentee voting, and other information as necessary.
- D minus 45 days: Receive and consolidate the list of members running for seats on the board of directors. Receive and consolidate preferred voting methods and confirmed mailing/email addresses. Provide voter information to Election Buddy so they can prepare and mail paper and electronic ballot material.
- D minus 30 days: Identify volunteers to assist EC with meeting setup, equipment, and logistics.
- D minus 30 days: Election Buddy will mail paper and email electronic ballots and voting materials and voting instructions to each lot account owner.
- D Day: Annual Membership Meeting and election day.
- Not Later Than 90 Days After Election: Capture lessons learned from election and consider updates to procedures.
- Prior to Any Subsequent Election: Board reviews and approves updated election procedures.