



**Final Minutes of the Board Meeting
held on October 12, 2023
via Google Meet, 6:00 p.m.**

1. **Call to Order:** The vice president opened the meeting at 6:02 p.m. and conducted a roll call.
2. **Attendees:** Board members D. McFarland, D. Vlastic, C. Peachey, J. Levin, G. Barton, P. McCawley, and RW. Barfield. Absent: N. Ceccarelli and K. Whitmire. Other POs were in attendance by phone and video; no roll call was taken. The meeting was recorded using Google Meet. J. Levin was Meet cohost, as the secretary left the meeting after the vote logged below (item 3) was called. The secretary prepared the balance of these minutes by listening to the Google Meet recording.
3. **Discussion and vote regarding recommended changes to scope of October road grading.**
 - a. M. Shelburne reported the roads are dry and so there is concern we might not get a good grading. Dustin is willing to do a full or a partial grade depending on the board decision; would like the ability to assess conditions when he gets here. RW. Barfield presented a map of ranch roads identifying worst areas.
 - b. J. Levin **moved to authorize the road committee to do a partial grade of the roads, working on the specific areas that the grader and committee identify as needing work now.** G. Barton seconded.
 - c. If there is a partial grade, we should have the option to look at the roads again if there are future needs or moisture conditions improve. This may save us funds now that we can use later if needed. Dustin provided a quote of \$165 per hour to work on the areas that need it most, such as High Lonesome Rd (estimate of 10-14 hrs work); plus \$500 to move in the equipment.
 - d. Member comments: We should consider bringing in gravel and a roller after grading. We should put out orange cones in areas where the roads are bad. Residents without 4WD vehicles cannot drive on some roads when they are bad.
 - e. On a roll call vote, the **motion carried with 7 ayes.**
4. **Work on election documents and ideas.** Various opinions presented.
 - This is meant to be a working meeting to discuss the motion we want to draft to present at the next board meeting. Two main proposals have been put forth, with some edits presented, and with different approaches to conducting elections. There has been a range of board member and community member support for and opposition to the ideas contained in both of the proposals.
 - The discussion centered around many of the same topics and concerns as discussed at previous board meetings. Neither document was introduced as a starting point to edit, as the main principles and starting point are still not in agreement. No edits were made to any document during the meeting.

- Seems to be general agreement that we want a third party to conduct the elections, but before we can decide on anything, we need to know exactly what the details and costs of third party services will be.
- General agreement we want elections to be fair, accessible, transparent, and accountable.
- Some of the main issues still disagreed on are: whether or not to make the elections an administrative task without community involvement in conducting them; whether or not to have procedures detailing what needs to be done; how much flexibility to allow the board in setting up the details of an election.
- Even if we have a third party, we need oversight and input of members to set up the specs.
- Election Buddy and League of Women Voters can run the election. D. McFarland has been in contact but does not have the information with her tonight.
- To cut down on length and complexity, we can remove sample letters, sample ballots, etc., from a procedures document and have them available as part of a handbook for reference as needed.
- Seem to be different concepts of what an election committee would do if we had one – e.g., help set up the specs of an election, conduct the actual tasks of an election, or only one, or both.
- We need to nail down who is doing the work, how we interface with any third parties, and then we can come up with procedures.
- Cost of using a third party may be higher than doing it ourselves, but (a) there is still much mistrust in the community and (b) a prior election cost us a lot of money and we don't want to repeat that.
- We are trying to reach the best possible compromise that meets the law and is best for the community.
- We need to get things in order soon because (a) we need to know what to put in the budget and (b) we have to follow an election timeline.

5. **Adjourned** approx. 7:55 p.m. P. McCawley **moved**, RW. Barfield seconded. **No objections.**

Submitted by C. Peachey, HLRPOA Secretary

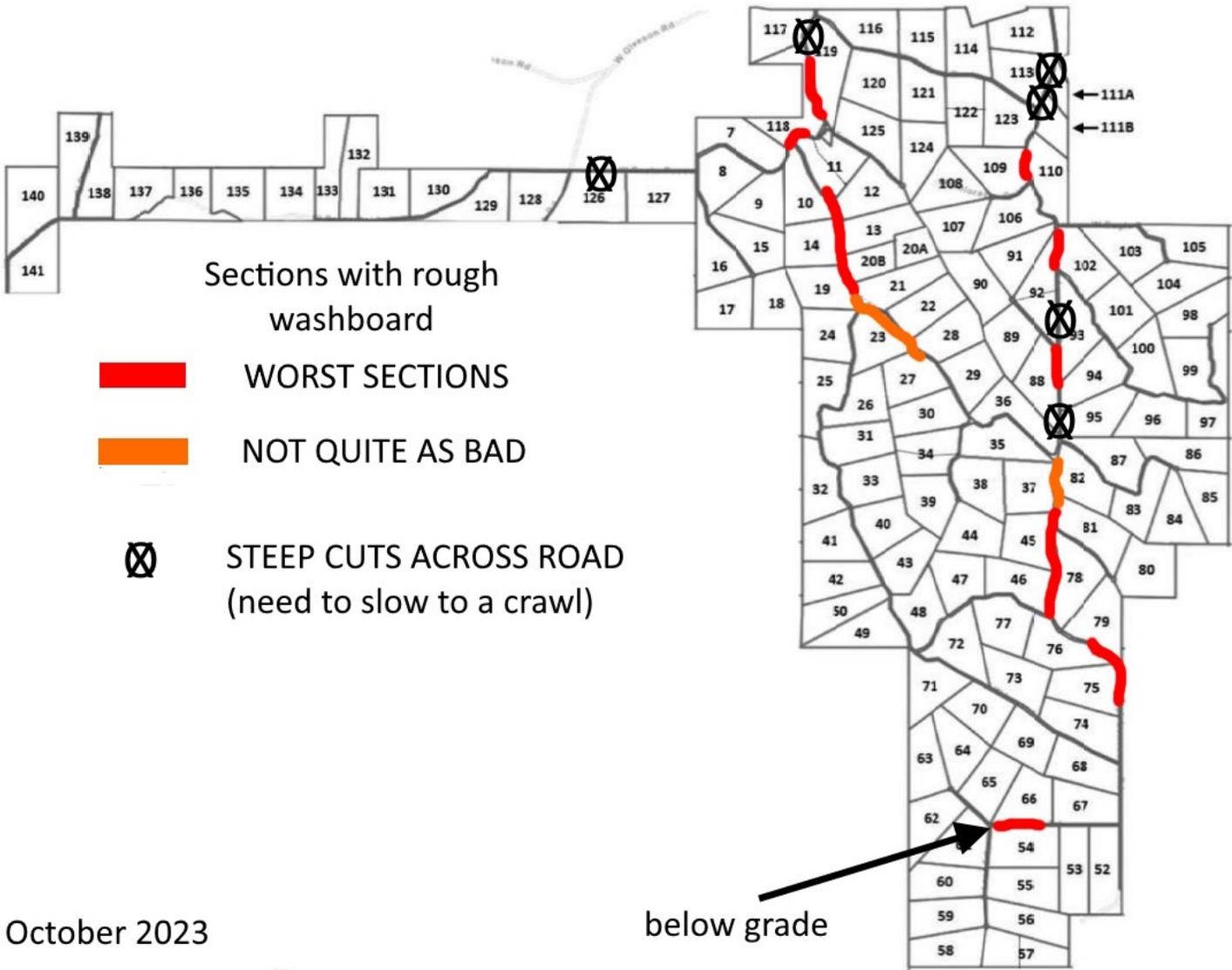
Approved Nov. 16, 2023



High Lonesome Ranch Estates Property Owners Association
P.O. Box 215, Elfrida, Arizona 85610

Board Meeting Agenda
Thursday, October 12, 2023, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Discussion and vote regarding recommended changes to scope of October road grading
4. Work on election documents and ideas
5. Adjourn



12 October 2023

Bylaws per our governing documents:

“The manner in which the Association carries out its responsibilities shall be controlled by the provisions of its Bylaws, Articles of Incorporation, and the provisions herein (CCRs).”

Per the Articles of Incorporation: In case of conflict between our Articles of Incorporation and the Bylaws, the Articles of Incorporation shall prevail.

Purpose of bylaws: Bylaws serve as the guidebook for how the board of directors implements the community documents. They are created and amended by the board and are subject to amendment and revision by 75% of member vote

Bylaws currently posted (which have not been restated yet to include subsequent amendments):

ARTICLE IX COMMITTEES Section 9.1 The board shall appoint an Elections Committee, Road Committee and a Finance Committee. The chair of the elections committee must be the Secretary and the chair of the Finance Committee must be the Treasurer. Additionally, the Board of Directors may appoint other committees as deemed appropriate in carrying out its purposes. There will be no set limit to membership on any specific Committee. Committee members must be in good standing to serve or be granted the opportunity for a hearing. The board will assign board members to be committee liaisons. All committee meetings are subject to open meeting laws and announcements, per A.R.S. 33-1804.

Section 5.1 Nomination. Nominations from the floor are not allowed. The secretary will send a written notification of elections and request for nominations to all Members per A.R.S. required timelines. Such nominations shall be made from among individual Members who are in good standing with the Association. Nominees will submit their names to the secretary who will verify that they are in good standing. before forwarding the vetted list to the Elections Committee. Good standing is defined as no pending board actions or delinquencies.

My proposed rewrite/amendment for the October meeting action:

ARTICLE IX COMMITTEES Section 9.1 The Board may choose to form committees to assist with administrative functions or its purposes as required by community documents and Arizona statutes. All committee meetings are subject to open meeting laws and announcements, per A.R.S. 33-1804.

Section 5.1 Nomination. Nominations from the floor are not allowed. The secretary will send a written notification of elections and request for nominations to all Members per A.R.S. required timelines. Such nominations shall be made from among individual Members who are in good standing with the Association. Nominees will submit their names to the secretary who will verify that they are in good standing. Good standing is defined as no pending delinquencies.

Note that this approach depends on amending the Bylaws to remove mention of an EC.

A Resolution Providing the Sense of the Board of Directors on Elections and Voting

Whereas, with the adoption of online voting as the primary method of voting for the Association, with mail-in paper ballots allowed on owner request, and the attendant simplification or elimination of several tasks previously performed by Association members, and,

Whereas it is an Association requirement to control access to member information, and,

Whereas it is priority of the Association to conduct fair, open, honest, and cost-effective member meetings in accordance with our community documents and the Arizona Revised Statutes,

Be it resolved that, it is the sense of the board that the running of elections is an administrative task for the Officers of the Corporation, with the support of the elected Board of Directors, and a third party contractor/s and any volunteers they select to assist with the elections. At no time will any non-elected owners have access to personal information of fellow owners. It is further resolved that these administrative instructions will be voted on by the full board to provide the framework for the conduct of each meeting/election and will be subject to modifications, as needed, after the directors' and community's after-action review of the preceding meeting and election:

HLRE Association Administrative Instruction for Elections

The Association contracts with a third party organization to run the elections. The following guidelines may be modified by the third-party contractor/s per the terms of the contract. These guidelines that follow serve as a model:

Per the Bylaws, online voting is the primary method of voting, with paper-ballot voting available by owner request. Those members submitting a timely request for a paper ballot will receive one. Paper ballots may be returned by USPS, commercial courier service (UPS, FEDEX, DHL, ETC), or in person by the member voting at the member meeting. Ballot harvesting is not permitted and no one will be subjected to pressure about voting in person or otherwise by their neighbors, nor will harvesting be allowed in an effort to "turn out the vote," all of which is against the law for governmental elections..

The Treasurer notifies the other officers of any lots for which the revocation of voting process has been completed for which no voting will be allowed, as of 60 days prior to the election or earliest date possible thereafter.

The Secretary maintains a voter list that contains validated email addresses and that list is sent to the election contractor after all officers have agreed that it is accurate.

A standing paper-ballot list will be maintained by the Secretary and all requests for a paper ballot, whenever received, will include a question about whether the requester wants to be on the permanent paper ballot list. These individuals will receive the ballot with their notice whenever possible, but will not have to request one even if it is sent in a second or additional mailing.

Notification of the election must be sent by USPS to each Owner of Record NET 50 days prior to the meeting and NLT 10 days prior to the meeting for an annual meeting and no later than 10 days before a special meeting per ARS 18-1804. This can be done using the Letterstream or similar mailing service or can be included in the third party contractor's responsibilities. The Secretary prepares the materials, which should be as simple and inexpensive as a postcard with the legally-required information and instructions on how to obtain additional voting information and gains the approval of the other officers prior to submitting the mailing for processing. The notification invites owners to run to be a director and establishes that the nomination window will close no later than 30 days prior to the meeting. It also notifies owners that those wishing to vote by paper ballot must request them no later than 30 days prior to the meeting.

Ballots are prepared in the third party contractor's online system, and must comply with A.R.S. 33-1812. Requested paper ballots will be printed by an officer and sent to the owners using the Letterstream or similar service or by the third party contractor and will have a ballot envelope and a return mailing envelope. Note that using Letterstream or similar service or having the third party contractor handle the USPS mailings provides an auditable record of the mailings, while having Association members involved opens the door to only friends of the mailer receiving the materials. The instructions accompanying the paper ballot will specify that it may

be returned by USPS/commercial courier by a specified date, or in person at the meeting prior to the commencement of counting. The mail-in process will be handled by the third-party contractor.

Online voting needs no administrative instructions.

In-person voting at the meeting will be through dedicated computers and those ballots will be tabulated automatically by the third party electronic system chosen.

The final deadline for mailed-in paper ballots will be the day before the election, or determined by the third-party contractor, and any mailed ballots received after that will be deemed late.

At no time will the presiding director be involved with the tellers or the handling of in-person ballots. This segregation of duties maintains secrecy as the numbers are removed from paper ballots after the tellers enter them into the software. No one who has access to the third party online system software will handle a voted paper ballot until after the tellers have removed the ballot ID number from the paper ballot.

In the event that there are any issues with counting or entering ballots into the system, no results will be announced at the meeting. In that case, results will be announced by email and posted on the Association websites as soon as the issue is resolved and a board meeting will be called for the selection of the officers and seating of the new directors.

Comments:

This framework provides for universal access to voting, it has in person, online, and by mail, the same methods allowed in governmental elections. It does not allow ballot harvesting, a method that subjects owners to possible abuse by toxic personalities and which breaks the chain of custody of ballots. As the POA does not operate a polling station prior to the meeting, there is no provision for depositing ballots personally prior to the meeting but those may be delivered by USPS or commercial courier to the third party contractor.

Private information of owners is safeguarded, something that was previously violated by having unelected community members involved in the process.

The process has records that can be audited at every step of the process, a requirement that was not met through the previous process that used the procedures being advocated for by the other proposal.

A Resolution

Providing the Sense of the Board of Directors on Elections and Voting

Whereas, with the adoption of online voting as the primary method of voting for the Association, with mail-in paper ballots allowed on owner request, and the attendant simplification or elimination of several tasks previously performed by Association members, and,

Whereas it is an Association requirement to control access to member information, and,

Whereas it is priority of the Association to conduct fair, open, honest, and cost-effective member meetings in accordance with our community documents and the Arizona Revised Statutes,

Be it resolved that, it is the sense of the board that the running of elections is an administrative task for the elected Board of Directors or a subset thereof, with the support of such third party contractors and any volunteers they select to assist with the elections, referred to below as the Board's designees, to carry out the election. It is further resolved that these administrative instructions will be voted on by the full board to provide the framework for the conduct of each meeting/election and will be subject to modifications, as needed, after the directors' and community's after-action review of the preceding meeting and election.

HLRE Association Administrative Guideline for Elections

The Association contracts with one or more third party organizations to run the elections. The following guidelines may be modified by the third-party contractors per per requirements of the contract. These guidelines that follow serve as a model:

Per the Bylaws, online voting is the primary method of voting, with paper-ballot voting available by owner request. Those members submitting a timely request for a paper ballot will receive one. Paper ballots may be returned by USPS, commercial courier service (UPS, FEDEX, DHL, etc.), or in person by the member voting at the member meeting. A member may turn in ballots only for lots owned by that member or by a member of his or her family.

Only participating Members of the Board or its designees will have access to any third party organizations and exchange membership, ballot, and voting information with them, under the oversight of the Board of Directors.

The Treasurer notifies the Board or its designees of any lots for which the revocation of voting process has been completed for which no voting will be allowed, as of 60 days prior to the election or earliest date possible thereafter.

The Secretary maintains a voter list that contains validated email addresses, and that list is sent to the election contractor after the Board or its designees have agreed that it is accurate.

A standing paper-ballot list will be maintained by the Secretary and all requests for a paper ballot, whenever received, will include a question about whether the requester wants to be on the permanent paper ballot list. *[These individuals will receive the ballot with their notice whenever possible, but will not have to request one even if it is sent in a second or additional mailing.]* -- **See comments**

Notification of the election must be sent by USPS to each Owner of Record not less than 50 days prior to the meeting and not less than 10 days prior to the meeting for an annual meeting and no later than 10 days before a special meeting per ARS 18-1804. This can be done by the Board of Directors or its designees, or as part of the third party contractor's responsibilities. The Secretary prepares the materials with the legally-required information and instructions on how to obtain additional voting information, to be approved by the Board or its designees prior to the mailing. The notification invites owners to run to be a director and establishes that the nomination window will close no later than 30 days prior to the meeting. It also notifies owners that those wishing to vote by paper ballot must request them no later than 30 days prior to the meeting.

Ballots are prepared according to law by the online election contractor. Requested paper ballots will be printed by designees of the Board and sent to them directly or by the third party contractor and will have a ballot envelope and a return mailing envelope. Using a commercial mailing service or having the third party contractor handle the USPS mailings provides an auditable record of the mailings. The instructions accompanying the paper ballot will specify that it may be returned by USPS or commercial courier by a specified date, or in person at the meeting prior to the commencement of counting. *[The mail-in process will be handled by the third-party contractor.]* -- **See comments**

[In-person voting at the meeting will be through dedicated computers and those ballots will be tabulated automatically by the third party electronic system chosen.] -- **See comments**

The final deadline for mailed-in paper ballots will be the day before the election, or determined by the third-party contractor, and any mailed ballots received after that will be deemed late.

Tellers, who are members of the Board or its designees, will receive all turned in ballots, verify the eligibility of the lot represented by each ballot, determine that said lot has not voted online, and separate all member and lot identification from the ballot itself. At no time will the presiding director nor any person who is listed as a candidate on the ballot be involved with the tellers or the handling of in-person ballots. Members of the Board or its designees will operate the

computers accessing the third party online system software at the meeting and will handle a voted paper ballot only after the tellers have removed any identifying information from the paper ballot.

Should any issues arise with counting or entering ballots into the system, no results will be announced at the meeting. In that case, results will be announced by email and posted on the Association websites as soon as the issue is resolved, and a board meeting will be called for the seating of the new directors and election of officers.

Comments (general):

This is a modification of the procedures published earlier this week. It omits some irrelevancies and unnecessary particulars that are best left to the parties managing the elections at the time.

The bylaw modifications and elimination of the Election Committee are a separate issue; however those are resolved, the election procedures are not affected materially, except perhaps to designate different personnel doing certain tasks.

“Ballot harvesting” is a dog-whistle rather than a legal term. Suspicions by some parties of what other parties might do should not be part of these procedures. The text proposed here should suffice to deal with that issue. Talk of “subjecting to pressure” or “only friends of the mailer” does not belong in the official procedure.

It should be a rule of the Association that private member information be protected, not just for elections. The members of the Board who are actively participating in the administration of the election, its contractors and designees (don't forget, we are inviting volunteers to help) may have access to this information. Members who are not willing to agree to protect any such information as may come their way should not be accepted as volunteers; but those who are willing should not be precluded from access to any information required to do the tasks they are assigned. We could consider requiring volunteers to sign NDAs, if we want to be paranoid about this, but it is how employees and volunteers do things. Also, of course, any contractor the Association works with must have suitable privacy policies in place as well.

Comments (specific):

“but will not have to request one even if it is sent in a second or additional mailing” – I don't understand what is meant, so I can't reword it acceptably. What second or third mailings is this

talking about, and why would anyone on a permanent paper ballot list need to request anything?

“The mail-in process will be handled by the third-party contractor” -- Does this mean that the contractor returns the paper ballots to us in time to count them at the meeting? Does the contractor open and count them, and if so do they return the paper ballots to us to keep with the locally turned-in ballots?

“In-person voting at the meeting will be through dedicated computers and those ballots will be tabulated automatically by the third party electronic system chosen” – Does this mean that a member can vote online at the meeting using one of these dedicated computers, in addition to or instead of bringing a paper ballot? Or is this a reference to the designees accessing the online system at the meeting?

Also: will it be possible for a member who arrives at the meeting not having voted to obtain a printed ballot at the meeting, and then vote with it by filling it out, sealing, signing, etc. the ballot and its envelope(s), and handing it to a teller before the close of voting established at the meeting? Recent disputed elections notwithstanding, this has in the past been an allowed means of voting.

**High Lonesome Ranch Estates
Property Owners' Association
ELECTIONS COMMITTEE
MISSION AND PROCEDURES**

DRAFT

DRAFT

As of 6 October 2023

1. MISSION

A. The Elections Committee (EC) assists and advises the Board of Directors on the election process to include recruiting nominees, and planning and conducting the elections.

B. The EC will consist of the Secretary, who is the Chairperson, and at least two members of the Association. EC members must be in good standing with the Association.

C. Nomination and voting policies and procedures are governed by Arizona Revised Statute (ARS) 33-1812; ARS 10-806; ARS 10-3708; the Association's Declaration of Conditions, Covenants, Restrictions, and Easements; and the Association's Bylaws.

2. PROCEDURES

A. **Annual Meeting and Election of Board Members:** In accordance with ARS 10-806, as our Bylaws specify staggered terms of three years, there will be an annual election to seat one-third of the association's directors. The annual election of directors by the membership will be held in conjunction with the Association's annual membership meeting. Close of voting will be no earlier than thirty minutes after the meeting is called to order. Results of the election will be announced by the presiding officer prior to the close of the meeting.

B. **Election Timeline:** See Attachment 1.

C. **Nominations:** Not less than 50 days prior to the Annual Meeting or 45 days prior to a Special Election, the EC will send a written call for nominations to all members. See Attachment 2. Candidates will be requested to submit a brief statement about why they would like to serve on the board. Nominees for the Board of Directors must be property owners in good standing with the Association and prepared to discharge their duties in accordance with the standards of conduct for directors as defined by ARS 10-830. Nominations will close not less than 35 days prior to the annual meeting or special election. No nominations may be made from the floor at the annual meeting or special election.

D. **Ballot Material:** The EC will prepare and distribute to the owner of each lot a complete voting packet containing the candidate information, their paper ballot, a ballot envelope, a return envelope, and voting instructions for both electronic (online) and paper ballot voting. Members who own multiple lots will receive one packet for each lot owned. This mailing will occur not less than 30 days prior to the annual meeting or special election. See Attachment 3: Sample Voting Packet. The EC will prepare the electronic ballot with a board-approved online voting system, which will email the electronic ballots, one ballot per lot owned, and voting instructions no later than 14 days before the election closing date. Paper ballots must comply with ARS 33-1812. Online voting will comply with ARS 10-3708. See sample ballots in Attachment 3: Sample Voting Packet.

E. Ballot Return Envelope: Ballots cast in person or returned by U.S. Mail or another service must include the property owner's name, mailing address, lot number, and signature on the exterior. In the case of a lot with multiple owners, only one owner need sign the envelope. The mailing envelope should be marked with the word "ballot" to preclude being mistaken for other correspondence. Members may provide their own mailing envelope but it should be marked with the word "ballot" on the exterior. Not marking the envelope with "ballot" will not spoil a ballot but marking it as such precludes it being mistaken for other correspondence and being opened prematurely.

F Custodian of Ballots: The Secretary/EC Chairperson, or other board member or designee, will serve as the custodian of ballots and will receive all mail-in and hand-delivered early ballots and retain them in a secure ballot box (for which they do not have the key) to assure no alteration to or tampering with ballot envelopes. A second board member, EC member, or designee will retain the key to the secure ballot box. The Secretary/EC Chairperson will download electronic voting results no earlier than election day and will place the printed results in a sealed envelope in the secure ballot box. See Attachment 5: Ballot Box Custodian Responsibilities

G. Members Running for Election: Members whose names appear on the ballot will not be involved in the election process and will not have access to the Association's mailbox once paper ballots have been mailed.

H. Close of Absentee Paper and Electronic voting: Absentee voting by electronic ballot, mailed-in paper ballot, and early voting hand-delivered paper ballot will close at 4:00 p.m. on the last business day prior to the Annual Meeting or Special Election meeting. The Secretary/EC Chairperson will check the Elfrida post office box after close of absentee voting. The Secretary/EC Chairperson will download electronic voting results no earlier than election day and will place the printed results in a sealed envelope in the secure ballot box.

I. Close of voting at the Election Meeting: Property owners may cast their paper ballots in person at the annual meeting. The EC will provide extra ballots, ballot envelopes, return envelopes, voting instructions, and nominee statements at the meeting for those choosing to vote in person. Ballots cast at the annual meeting must be placed inside a ballot envelope and that envelope placed in a return envelope marked with the property owner's mailing address, lot number, and signature and put in the ballot box. See Attachment 4: Voting at the Meeting. The presiding officer of the Annual Meeting will announce, before vote counting begins, the time at which voting will be closed, after which time no ballots will be accepted.

J. Members in Good Standing: Prior to the Annual Meeting, the Treasurer and Secretary will prepare a consolidated roster of members not in good standing and therefore ineligible to vote. The Treasurer will provide the Secretary/EC Chairperson a roster of members who are not current in their assessment payments. The Secretary will prepare a roster of members with voting rights suspended under Article X of the Association's Bylaws. The Secretary/EC Chairperson will consolidate the roster for use by the Election Committee during ballot counting.

K. Counting of Votes: Counting of votes shall be conducted during the Annual Meeting by

the EC and designated volunteers under the guidance of the EC Chairperson. The EC shall organize a process to include, but not be limited to, correlating paper ballots with the property owner roster, opening ballot envelopes, screening provisional or potentially ineligible ballots, and counting ballots cast, both electronically and by paper. Paper ballots and electronic ballots will be tabulated separately. At no time will paper ballots be transcribed into any electronic voting system by any person other than the member casting the ballot. All actions taken in the counting of votes will be done to ensure the secrecy of the ballots. No ballots will be written on. Detailed instructions on the ballot counting process are listed in Attachment 9: Ballot Counting Procedures.

L. Ineligible Votes: The EC shall withhold from counting those paper ballots that cannot be identified as valid ballots. Reasons a ballot may not be valid include more than one paper ballot per lot, lot ownership cannot be confirmed, ballot is illegible, the member is not in good standing, more than the allowable number of votes are cast on the ballot, or the member voted both by paper and electronically. In the case of a ballot cast electronically and by paper, the electronic ballot shall prevail and the paper ballot is withheld. Any ballots withheld shall be reviewed by the EC Chairperson prior to the close of vote counting. The EC Chairperson will keep a record of and document the justification for determining any ballot to be spoiled. Every effort will be made to resolve discrepancies and to count as many votes as possible assuring a fair, open, and honest election. See Attachment 8: Provisional Ballot Resolution

M. Close of Vote Count: Upon completion of counting paper ballots, eligible votes shall be tallied until two consecutive tallies accomplish equivalent numbers. Results downloaded from electronic voting software will be added to the paper vote tally sheets and the total number of votes will be tallied until two consecutive tallies accomplish equivalent numbers. The election results will be given to the Annual Meeting presiding officer for announcement to the meeting prior to its close. Tied ballot counts will be resolved by random drawing. Upon conclusion of voting, all ballot materials shall be collected by the Secretary and retained in Association records. Each person handling ballots and participating in the vote count shall sign their name and date on the relevant documents (e.g., member roster, vote tally sheets) as if signing an affidavit stating the below.

N. Affidavit: "I swear that in the performance of my duties in the election process, to the best of my knowledge, no ballot has been discarded, destroyed, or otherwise tampered with. Information learned as part of the ballot tallying shall remain confidential and private."

O. Post-Election Meeting of EC: Prior to the end of the second quarter of the calendar year, the EC shall solicit property owner input and convene a meeting to review the nomination and election procedures and shall make recommendations, if any, to the Board about alterations to the procedures. The Board shall discuss and vote upon adoption of such changes prior to the end of the third quarter of the calendar year for use in the upcoming election. Such changes shall result in the updating of this document.

- Attachment 1: Elections Timeline
- Attachment 2: Sample Announcement Letter and Call for Nominations
- Attachment 3: Sample Voting Packet
- Attachment 4: Voting at the Meeting
- Attachment 5: Ballot Box Custodian Responsibilities
- Attachment 6: Secretary/EC Chairperson Responsibilities
- Attachment 7: Electronic voting
- Attachment 8: Provisional Ballot Resolution
- Attachment 9: Ballot Counting Procedures

Attachment 1: Election Timeline

Annual Election

- “D” is the date of the Annual Meeting. At D minus 90 days: Ensure property owners in arrears on their assessments have been notified of their right to a hearing before losing their voting rights under Article X of the Bylaws.
- D minus 50 days: Mail all property owners information about the date, time, and location of the Annual Meeting of the Members, the number of upcoming board vacancies, the call for nominations to fill seats up for election, and general instructions and deadlines for electronic and paper ballot absentee voting.
- D minus 35 days: Receive and consolidate the list of members running for seats on the board of directors. Prepare paper and electronic ballot material. Confirm that every property owner's mailing and email address is correct and current.
- D minus 30 days: Identify EC members and volunteers who will conduct the election and schedule a rehearsal date. Mail voting packets to each lot owner.
- D minus 14 days: Email electronic ballots and voting instructions to each lot owner.
- D minus 1 day (last business day before election): Conduct the final check of the Association mailbox for mail-in ballots. Close electronic voting.
- D Day: Annual Membership Meeting and election day.
- Not Later Than End of 2d Quarter: EC captures lessons learned from past elections and recommends updates to EC procedures to the board.
- Not Later Than End of 3d Quarter: Board reviews and approves updated EC procedures.

Special Election

- “S” is the date of the Special Election. S minus 45 days: Mail all property owners information about the date, time, and location of the Special Election meeting, the number of board vacancies, and the call for members to run for the board vacancies, and general instructions and deadlines for electronic and mail-in voting.
- S minus 35 days: Receive and consolidate the list of members running for board vacancies. Prepare paper and electronic ballot material. Confirm that every property owner's email address is correct and current.

- S minus 30 days: Identify EC members and volunteers who will conduct the election and schedule a rehearsal date. Mail voting packets to each lot owner.
- S minus 14 days: Email electronic ballots and voting instructions to each property owner.
- S minus 1 day: Conduct the final check of the Association mailbox for mail-in ballots. Close electronic voting.
- S Day: Special Election Meeting.

Note: Elections called as a result of a removal action pursuant to ARS 33-1813 will follow the Special Election timeline. Preparation for the election will proceed simultaneously with the Removal/Recall Election.

Attachment 2: Sample Announcement Letter and Call for Nominations

P O Box 215, Elfrida, AZ 85610-0215
Official website: www.hlrpoa.com
Official Board of Directors e-mail: admin@hlrpoa.com

Date, 20XX

Dear HLR Property Owners,

High Lonesome Ranch Estates will hold its annual membership meeting and election on **DATE, 20XX, from x:00 p.m. to x:00 p.m.** at Schieffelin Hall, 402 E. Fremont Street, Tombstone, AZ 85638. This letter serves as your notification of this meeting and as a call for nominations to run for the *[insert number]* open Board of Director positions. Please take note of the updated voting information included in this letter.

The agenda for the membership meeting is below. The Board of Directors will meet immediately after the membership meeting with the sole action of assigning new officer positions *[or other agenda as may have been decided]*.

Annual Election, Call for Nominations

[insert number] Board of Director positions will be open, and we encourage any property owner to run for a directorship. The duties of the directors are described in our Bylaws, Section 7.2. The Bylaws can be found on our website (hlrpoa.com) under the Governing Documents tab. To serve on the board, a property owner must be willing to devote the time and effort to conduct Association business. To serve on the board, you do not need to live on the ranch, and you may attend board meetings in person or remotely (by phone or video).

If you are interested in running for a board position, please submit a brief (less than 200 words) statement about yourself and why you would like to serve on the board to our Elections Committee Chairperson, XXXXXX, at admin@hlrpoa.com or P.O. Box 215, Elfrida, AZ 85610, no later than XXXXXX, 20XX. Candidate statements will be posted to our website and mailed to association members.

We hope you will volunteer and become engaged in serving our Association. We look forward to hearing from you. If you have questions, please contact any Elections Committee member at admin@hlrpoa.com.

Sincerely,

XXXXXX

Chair, Elections Committee

Membership Meeting Agenda: *[example only; this will change for each annual meeting]*

1:00 p.m. Introduction.

1:10 p.m. Invited presentation *[or potluck or whatever is planned]*.

2:00 p.m. Voting closes. Ballot counting begins.

2:00 p.m. Committee presentations and question and answer period *[or whatever is planned]*.

2:50 p.m. Announcement of election results.

Voting Information:

You may vote by electronic ballot (online) or paper ballot. Do not use a paper ballot if you choose to vote via electronic ballot. If you vote both by electronic and paper ballot, your electronic ballot will take priority and your paper ballot will be marked as spoiled and not counted.

1. **Electronic Ballot.** To vote online, ensure the Board Secretary has your valid email address. Send an email to admin@hlrpoa.com and ask for an acknowledgment. Electronic voting will be open from **Date-to-Date 20XX**. If you don't receive an invitation to vote online, our messages from the voting software and our email service may be going to your spam or some other folder (like Updates or Promotions on Gmail). You will receive a ballot for each lot owned, each in a separate email from the election software. Some email clients will group together these emails and you may not see all of them unless you ungroup them.

2. **Paper Ballot.** You will receive a ballot, a ballot envelope, a return envelope, and mailing instructions for each lot owned. You may hand deliver your ballot to the custodian of the ballot box prior to the election or you may submit your ballot by mail. Mailed ballots must be received at the HLR PO Box by **Date, 20XX**. Alternatively, you may cast a paper ballot at the annual membership meeting before X:XX p.m.

3. Even if you receive a paper ballot, you can change your mind and ask for an electronic ballot up to 48 hours before the close of electronic voting. Do not vote with both paper and electronic ballots. If you vote with both paper and electronic ballot, your electronic ballot will prevail and your paper ballot will be withheld from counting.

Attachment 3: Sample Voting Packet (Instructions, Ballots, & Candidate Statement)

High Lonesome Ranch Property Owners' Association
P O Box 215, Elfrida, AZ 85610-0215
Official website: www.hlrpoa.com
Official Board of Directors e-mail: admin@hlrpoa.com
Voting Instructions for the DATE, 20xx Election

Only votes from owners in good standing will be counted. You may vote using a paper ballot or online via electronic voting. Do not use a paper ballot if you plan to vote by electronic ballot. If you vote by paper ballot and by electronic ballot, the electronic ballot will prevail over the paper ballot.

Voting with Paper Ballots

Please follow these instructions carefully. Any deviations will result in a spoiled ballot that will not be counted. Mailed ballots must be received at PO Box 215, Elfrida, AZ 85610, by **DATE** to be counted.

For absentee paper ballots:

1. You should receive a separate packet for each lot you own. In this voting packet, you have received one ballot, one ballot envelope, and one stamped and addressed return mailing envelope.
2. **Even if you own multiple lots, you must place each ballot in its own mailing envelope, only one ballot per envelope.** If, during vote counting, an envelope is opened and there is more than one ballot in the envelope, the envelope and ballots will be placed in the provisional ballot repository and may not be counted.
3. You must include your name, mailing address, lot number, **and signature** (per Arizona Revised Statute 33-1812. A.6) on the outside of each mailing envelope. You may provide your own envelope but it should be marked with the word "ballot" to preclude it being mistaken for other correspondence and opened prematurely.
4. Only official HLRPOA ballots received in this packet may be used for voting. Any others that are used will be treated as spoiled.
5. You may deliver your absentee ballot by hand to the custodian of the ballot box (early voting) or by mail. Mailed ballots received after the Post Office in Elfrida closes on **DATE** (last business day prior to the election) will not be counted. Ballot envelopes which arrive after the close of absentee voting will not be opened but will be marked "spoiled" and retained in the association's records as required by ARS 33-1812.

For ballots turned in at the meeting:

1. To cast a ballot at the meeting, check in with the meeting registrar for instructions before submitting the ballot. Voting at the meeting will be open until **XX:XX**.
2. The Elections Committee will provide ballots and ballot envelopes at the meeting for voters who do not have them.
3. All ballots turned in at the meeting, whether brought to the poll by the voter or completed on site, must be sealed inside a ballot envelope and placed inside a sealed return envelope before being placed in the ballot box. The property owner's name, mailing address, lot number, **and signature** must be on the outside envelope.

Voting Electronically (Online)

If you choose to vote online instead of by paper ballot, please follow these instructions. If the Association receives both a paper ballot and an online vote from the same lot, the electronic vote will prevail and the paper ballot will be withheld from counting.

1. To vote online, ensure the Board Secretary has your valid email address and you will receive an electronic ballot and voting instructions approximately 14 days before the election. To verify the association has your current address, send an email to admin@hlrpoa.com and say you would like to vote online and ask for an acknowledgment. You can ask for an electronic ballot up to 48 hours before electronic voting closes.
2. Electronic voting will be open from **Date-to-Date 20XX**. If you do not receive an invitation to vote online by the date voting opens, check your spam or trash folder as our messages from the voting software and our email service may be sorted there by your email system (like Updates or Promotions on Gmail).
3. You will receive a ballot for each lot owned, each in a separate email from the election software. Some email clients will group together these emails and you may not see all of them unless you ungroup them.
4. Follow the instructions in the email from the election software. You will receive an acknowledgment of your vote and a confirmation code. Your confirmation code will allow you to verify your vote was counted.

Sample Paper Ballot

**High Lonesome Ranch Property Owners' Association
P O Box 215, Elfrida, AZ 85610-0215**

20xx Election Ballot

Complete one ballot for each lot you own and return each ballot in a separate envelope. We are electing _____ HLR property owners to fill _____ Board of Director positions. The maximum number of votes allowed per ballot is _____. The maximum number of votes allowed per candidate is one (1).

- If the number of votes marked on this ballot exceeds _____ votes, the entire ballot will be void.
- If there is more than one vote next to a candidate's name, the entire ballot will be void.

Place one X on the line to the left of the candidate's name. Choose no more than _____ candidates. Placing more Xs by candidate names than open positions will result in a spoiled ballot.

_____ Candidate 1
_____ Candidate 2
_____ Candidate 3
_____ Write in Candidate _____

Arizona Revised Statute 10-3708 requires inclusion of the following information: The Association has **136** voting lots. According to the Association Bylaws, **25%** of the members of the Association must cast votes to constitute a quorum. Therefore, at least **thirty-four (34)** voting lots must cast their ballots to constitute a quorum.

PLEASE SUBMIT YOUR BALLOT: Place this ballot in the ballot envelope, seal it, then place the ballot envelope in the return envelope provided (see instructions). You may provide your own envelope if you have misplaced the return envelope that was mailed to you but make sure to mark the envelope with the word "ballot" on the outside to preclude it being mistaken for other correspondence. Ensure your **name, address, lot number, and signature** are on the return envelope. Mail your completed ballot to the Association, or deliver it by hand to the custodian of the ballot box, or bring it to the annual meeting. Mailed ballots must be received at the Association's post office box (P.O. Box 215, Elfrida, AZ, 85610) by **DATE 20XX** to be counted.

Sample Candidate Statement Page

The committee will post all candidate statements together on the HLRPOA website and send them with the ballots to members who request paper ballots. For the mailing, consolidate statements onto one piece of paper (if possible) in a table or other clear format, using both sides if necessary. Place the candidates in alphabetical order by last name.

Board Member Candidates for the 20xx High Lonesome Ranch Election
Candidate A for Vacant HLR Board Position My name is xxxxxxxxxxxx and I'm running for the vacant HLR Board position.... Statement statement. 200-word m
Candidate B for Vacant HLR Board Position Please consider me for a board member of the high lonesome ranch..... Statement statement. 200 words max.
Candidate C for Vacant HLR Board Position My name is XXXXXXXX and I have been a high lonesome resident for..... Statement statement statement. 200 wo

Sample Electronic Ballot

The electronic ballot should use the same voting technique, offer the same choices, and have substantially the same wording as the paper ballot. Instructions may be slightly different to account for the technique (e.g., clicking a box rather than filling out a box). The appearance of the ballot will be dictated to some extent by the voting system software.

Example:

There is one action on this ballot, the election of directors to fill the XXXX vacancies on the Board of Directors. You must vote before 4 PM on <u> DATE </u>
You will receive one electronic ballot for each lot you own.
Choose no more than <u> </u> candidates.
If the number of votes marked on this ballot exceeds XXXXXX the entire ballot will be void. Click the box next to the candidate's name to vote for that candidate.

- Candidate 1
- Candidate 2
- Candidate 3

Write in Candidate _____

Arizona Revised Statute 10-3708 requires the inclusion of the following information:
The Association has **136** voting lots. According to the Association Bylaws, **25%** of the members of the POA must cast votes to constitute a quorum. Therefore, at least **thirty-four** voting lots must cast their ballots to constitute a quorum. Ballots must be submitted by 4:00 pm on DATE to be counted.

Attachment 4: Voting at the Meeting

Property owners can cast ballots at the annual meeting until a specified, posted time that will be not less than thirty minutes after the meeting is called to order. The time for close of voting will be announced by the presiding officer when the meeting is called to order.

An EC member or designee can act as registrar to instruct voters as they enter the meeting.

For a voter who wishes to vote at the meeting:

1. Registrar verifies that the voter has not already voted online by checking the electronic voting roster.
2. Registrar provides voters a ballot, ballot envelope, and a return envelope for each lot owned. If the voter has brought the ballot and envelopes received by mail, they can use them.
3. Registrar instructs voters to place their completed ballot inside the ballot envelope then place the sealed ballot envelope in the return envelope and seal it. Voters must place their name address, lot number, **and signature** on the outer envelope before placing the envelope in the ballot box.

For a voter bringing an absentee ballot by hand delivery:

Registrar instructs voters to ensure they have enclosed their ballot correctly in the envelope provided, only one ballot per envelope, and that their name, address, lot number, **and signature** are on the outside of the envelope. Have them place the envelope in the ballot box.

Close of voting:

At the specified, posted time, which will be no earlier than thirty minutes after the meeting is called to order, the presiding officer of the meeting will announce that voting has closed, and vote counting is beginning. No more ballots will be accepted.

Attachment 5: Ballot Box Custodian Responsibilities

Prior to the election, the Ballot Box Custodian receives and safeguards absentee ballots in a locked secure container. (key to the ballot box is held by some other designated member) The Custodian will maintain a roster of received ballots that records by lot number the date the ballot was received and the means of delivery (mail or hand-delivered).

1. Hand-delivered Ballots (early voting): Ballots may be delivered by the member at any time prior to the close of voting announced at the beginning of the meeting and which will be no earlier than thirty minutes after the meeting is called to order. Check to ensure the ballot is enclosed correctly in the envelope provided, only one ballot per envelope, and that the member's name, address, lot number, **and signature** are on the outside of the envelope. Have the member place the envelope in the ballot box. Record on the roster the date the ballot was received and the means of delivery (hand-delivered).
2. Mail-in Ballots: Check to ensure the member's name, address, lot number, **and signature** are on the outside of the envelope. Place the envelope in the ballot box and record on the roster the date the ballot was received and the means of delivery (mail). If the ballot envelope is imperfect, indicate the defect on the roster and contact the member within 24 hours by email or phone to advise them of the defect and suggest they contact the EC Chairperson to arrange a replacement paper or electronic ballot.

On the day of the election, the Custodian transports the ballot box to the meeting location and delivers it and the roster of received absentee ballots to the EC Chairperson.

Attachment 6: Secretary/EC Chairperson Responsibilities

1. Coordinate with and supervise the EC in the preparation for and conduct of the election and in completing all post-election requirements. See Attachment 1: Election Timeline.
2. Identify at least four EC members or volunteers who will conduct ballot counting. Recruit additional volunteers as needed. Arrange for a rehearsal and training session to take place before the election.
3. Prepare a consolidated roster of members not in good standing and therefore ineligible to vote. The Treasurer will provide the Secretary/EC Chairperson a roster of members who are not current in their assessment payments. The Secretary will prepare a roster of members with voting rights suspended under Article X of the Association's Bylaws. The Secretary/EC Chairperson will consolidate the roster for use by the Election Committee during ballot counting.
4. Prepare and administer electronic voting for the election. (see attachment 7) Electronic voting will close at 4:00 p.m. on the last business day prior to the election. No earlier than election day, Download and place a printed copy of the electronic voting results in a sealed envelope in the ballot box. Download a roster of lots that were voted electronically to be used during ballot counting.
5. Bring the following supplies to the site of the election:
 - Printed copy of Election Committee Procedures
 - Fifteen blank ballots and ballot return envelopes
 - Tally sheets
 - Affidavit sheet
 - Baskets for ballots, at least six
 - Large envelope big enough to hold all the emptied envelopes
 - Large envelope for spoiled envelopes and ballots
 - Large envelope for counted ballots
 - Letter opener(s)
 - Scotch tape
 - Pens
 - Stapler
 - Note pad for official notes and explanation for spoiled envelopes and/or ballots.
6. Supervise the counting of ballots at the election (see attachment 9)
7. Adjudicate Provisional Ballots (see attachment 8) Keep a roster of spoiled ballots with annotations identifying the reason the ballot was determined as spoiled.
8. Inform the meeting's presiding officer of the results of the election which must be announced prior to the close of the meeting. Include a summary of the number of ballots that were determined spoiled and the justification for that determination. The presiding officer will announce the results prior to the close of the meeting.
9. Collect all records of electronic voting (to include screenshots of the electronic election's

settings), all ballots, tally sheets, property owner rosters, envelopes, and other election materials to be kept in the association files. All election related materials are subject to review by any member and must be retained by the association for at least one year from the date of the election's close.

Attachment 7: Electronic voting

Any electronic voting system used by the association must fully comply with the requirements imposed by Arizona Revised Statute 10-3708.F. Only members with email addresses previously validated using a two-factor authentication system will be permitted to vote using an electronic ballot.

1. Electronic voting will close at 4:00 p.m. on the last business day prior to the election.
2. Only the EC Chairperson will have access to the electronic voting system once electronic voting begins. The EC Chairperson will maintain a roster identifying any person who had access to the system before voting began and on what dates they had access.
3. Voter identification in the electronic voting system will be the lot number owned by the member. Each lot owned will get a separate voter identification so each lot is balloted independently.
4. The setting options in the electronic voting system will be selected to keep the results of the voting secret until the close of electronic voting. At no point will anyone access the system for a running tally of the election results before the day of the election.
5. The setting options in the electronic voting system will be selected to allow the voter to verify his ballot was accepted and counted during balloting as well as after the election is closed. Verification will consist of information on screen as the ballot is cast and email containing a verification code that will allow the member to verify the same information after the election closes.
6. At no time will anyone other than the owner of the lot whose ballot is being cast enter his vote into the electronic voting system.
7. The EC Chairperson will document and report to the member by mail or email within 48 hours after the close of voting the reason any electronic ballot is spoiled by the electronic voting system.
8. Paper ballots will be tallied separately and will not be manually input into the electronic voting system.
9. The EC Chairperson will download electronic voting results no earlier than election day and will place the printed results in a sealed envelope in the secure ballot box.
10. The EC Chairperson will make screenshots showing the software settings used in the electronic voting for retention in the association's files with other election-related material collected on the day of the election.

Attachment 8: Provisional Ballot Resolution

1. Every effort will be made to resolve discrepancies and to count as many votes as possible assuring a fair, open, and honest election.

2. In the case of multiple lots listed on the return envelope:

- verify the member owns each lot listed
- verify the envelope contains no more than one ballot for each lot owned
- determine whether any lots have been voted electronically
- if no lots have been voted electronically, there is no more than one ballot per lot owned, and the member's ownership of each lot is verified, annotate the roster to show a ballot received for each lot, mark the envelope as "resolved" and place the ballots in the basket to be counted
- otherwise, return the ballots to the envelope and mark the envelope as "spoiled" with a note describing the reason for determination; annotate the roster to show a ballot was received for the listed lots but determined spoiled with a note describing the reason it was determined as spoiled

3. In the case of multiple ballots inside an envelope listing only one lot on the envelope's exterior:

- determine which lots are owned by the member
- verify the envelope contains no more than one ballot for each lot owned
- determine whether any lots have voted electronically
- if no lots have been voted electronically and there is no more than one ballot per lot owned, annotate the roster to show a ballot received for each lot, mark the envelope as "resolved" and place the ballots in the basket to be counted
- otherwise, return the ballots to the envelope and mark the envelope as "spoiled" with a note describing the reason for determination; annotate the roster to show a ballot was received for the listed lots but determined spoiled with a note describing the reason it was determined as spoiled

4. In the case of lot number(s) not listed on the envelope or the wrong lot number listed on the envelope:

- determine which lot is owned by the member whose name and signature is on the envelope
- determine whether that lot has voted electronically
- if the lot has not been voted electronically and no other paper ballot has been cast for that lot, annotate the roster to show a ballot received for that lot, mark the envelope as "resolved" and place the ballot in the basket to be counted

5. In the case of name, address or signature not present on the envelope:

- if the member is present at the meeting, notify the member of the deficiency and offer the member the opportunity to cure the ballot
- if the ballot is not cured, mark the envelope as "spoiled" with a note describing the reason it was determined as spoiled
- annotate the roster to show the ballot was received but determined spoiled with a note

- describing the reason it was determined as spoiled
- place the envelope in the spoiled ballot basket

6. In the case of the lot having voted electronically:

- annotate the roster to indicate the lot voted both electronically and by paper and the paper ballot was ruled spoiled
- mark the envelope as “spoiled” with a note indicating the lot voted electronically
- place the envelope in the spoiled ballot basket

7. In the case of too many votes marked on the ballot: place the ballot in the spoiled ballot basket. Do not make any marks on the ballot.

Attachment 9: Ballot Counting Procedures

Ballot Counting Procedures

1. The EC Chairperson oversees the ballot counting process.
2. Detailed procedures are divided, generally, into (i) checking ballot envelopes, (ii) separating ballots from envelopes, and (iii) counting votes.
3. These tasks should be conducted by EC members (and if necessary, volunteers designated by the EC) in the order stated below. Steps are conducted in a manner to preserve ballot secrecy. Ballots should always be kept face down until the ballot counters count them. No one shall write on any ballot.
4. Counting will take place in a separate but open area where members may clearly observe all steps involved in the process. Observers may not make comments to the counters or others involved in the process; they are silent observers only. If they attempt to interfere, they will be asked to leave the counting area. Observers with concerns should direct their comments to the EC Chairperson.

Step 1, Volunteer #1, Check Envelopes Against Property Owner Roster:

- 1) Open the locked ballot box and check each return envelope to compare the name and lot number against the roster of property owners eligible to vote. Check that the envelope is signed. Annotate the roster to indicate a ballot has been received for that lot. Do not open any envelope.
- 2) Check the electronic vote roster to ensure that a property owner has not voted both electronically and by paper for that lot. If a property owner has cast both paper and electronic votes for that lot, place the unopened envelope in the provisional ballot basket and notify the EC Chair.
- 3) If the envelope lists more than one lot number, notify the EC Chairperson and place the envelope in the provisional ballot basket. Do not open any envelope.
- 4) Place the envelope in the provisional ballot basket if the property owner is not in good standing, if information or signature is missing, or if the information does not match the property owner roster. Give these to the EC Chairperson for resolution. The EC Chairperson will attempt to resolve any discrepancies so that all valid votes can be counted.
- 5) Check that there is only one return envelope per lot number. If there is more than one envelope per lot number, notify the EC Chairperson and mark all envelopes with the same lot number as “duplicate” and place in the provisional ballot basket.
- 6) Ensure the ballot box is empty and pass all checked envelopes to Volunteer #2. Return the electronic vote roster to the EC Chairperson.

Step 2, Volunteer #2, Open Return Envelopes:

- 1) Do not open any envelopes until Volunteer #1 has checked each envelope against the roster.
- 2) Slit open each return envelope. If the envelope contains more than one ballot envelope, restuff the envelope, place it in the provisional ballot basket, and notify the EC Chairperson for resolution.
- 3) Remove the ballot envelope from the return envelope and place it in the ballot basket and place the empty return envelope in a separate basket.
- 4) When all return envelopes have been opened and ballot envelopes removed, Pass the ballot basket to Volunteer #3 EC Chairperson collects and retains the empty return envelopes.

Step 3, Volunteer #3, Open Ballot Envelopes and Tally Votes:

- (1) Remove ballot envelopes from the ballot basket one-at-a-time. Slit open the ballot envelope and ensure it contains no more than one ballot. If any envelope contains more than one ballot, restuff the envelope, notify the EC Chairperson, and place the ballot envelope in the provisional ballot basket.
- (2) Ensure the ballot sheet contains no more than the allowed number of votes. (Example: if there are two board positions up for election, the ballot may not contain more than two votes.) Set aside any ballot sheet that contains more than the maximum number of allowed votes and pass to the EC Chairperson for resolution. Ballots with fewer votes than the allowed maximum will continue to be counted. (Example: While the maximum number of votes allowed may be two, the property owner may decide to use only one vote.
- 3) For each valid ballot, put a tick mark on the tally sheet by the name of each candidate voted for on that ballot.
- 4) Count the number of tick marks, twice, and enter the total number in the columns provided on the tally sheet. This completes one tally round.
- 4) Write the names of write-in candidates and number of votes received, as needed.
- 5) Pass the stack of ballot sheets to Volunteer #4.

Step 4, Volunteer #4, Tally Votes: Repeat steps 2 through 5 in the procedures listed above for Volunteer #3

Step 5, Reconcile the Tally: Volunteers #3 and #4 each tally the total of number of votes a minimum of two rounds or until two consecutive tally rounds match, and until the tallies of Volunteers #3 and #4 match.

If necessary, Volunteers #3 and #4 will recount each ballot (not just the tick marks) until two consecutive counts match with themselves and with each other.

Step 6, Add Electronic Votes:

- (1) The EC Chair opens the envelope containing the electronic vote results and Volunteers #3 and #4 each adds these results to their tally sheet in the column provided. Each counter tallies the new total number of votes on their tally sheet until two consecutive tallies match.
- (2) Pass the tally sheets to the EC Chair who will check to see if the tallies of Volunteers #3 and #4 match. If they do not match, Volunteers #3 and #4 add the paper and electronic totals again until the EC Chairperson confirms that the tallies of the two counters match.

Step 7: All persons involved in the counting process will sign their names on the bottom of the tally sheets, property owner roster, and electronic vote roster, as per signing an affidavit (see paragraph N above).

Step 8: The EC Chairperson will collect all ballots, tally sheets, property owner roster, envelopes, and other election materials to be kept in the Association files.

Step 9: The EC Chairperson informs the meeting's presiding officer of the results of the election, to include a summary of the number of ballots that were determined spoiled and the justification for that determination. The presiding officer will announce the results prior to the close of the meeting.

Supplies Required:

Fifteen blank ballots and ballot return envelopes
Tally sheets, Affidavit sheet
Baskets for ballots, at least six
Large envelope big enough to hold all the emptied envelopes
Large envelope for spoiled envelopes and ballots
Large envelope for counted ballots
Letter opener(s)
Scotch tape
Pens
Stapler
Note pad for official notes and explanation for spoiled envelopes and/or ballots.

Sample Vote Tally Sheet

High Lonesome Ranch Estates - Vote Tally Sheet

Date _____ 20XX

Location: _____

Vote Counter's Name: _____ Round # _____ Time: _____

Candidate	Votes	First Tally Count	Second Tally Count	Electron Votes
Candidate 1 Name				
Candidate 2 Name				
Candidate 3 Name				
Candidate 4 Name				
Candidate 5 Name				
Candidate 6 Name				
Candidate 7 Name				

Sample Affidavit Sheet

**202X High Lonesome Ranch Estates - Vote Counting Oath
for Election Committee members, custodians of ballots, and vote counters**

I swear that in the performance of my duties in the election process, to the best of my knowledge, no ballot has been discarded, destroyed, or otherwise tampered with. Information learned as part of the ballot tallying shall remain confidential and private.

Signature:		Signature:
Printed Name:		Printed Name:
Signature:		Signature:
Printed Name:		Printed Name:
Signature:		Signature:
Printed Name:		Printed Name:
Signature:		Signature:
Printed Name:		Printed Name:
Signature:		Signature:
Printed Name:		Printed Name:

All signatures dated XX Month 202X unless annotated with a different date.