



Final Minutes of the Board Meeting
held on October 19, 2023
via Google Meet, 6:00 p.m.

1. **Call to Order:** The president opened the meeting at 6:01 p.m. and asked for roll call. After roll call, the president asked if there were any changes to the agenda (attached). There were none.
2. **Attendees:** Board members N. Ceccarelli, D. McFarland, D. Vlastic, C. Peachey, J. Levin, G. Barton, and RW. Barfield. Absent: K. Whitmire and P. McCawley. Roll call of other attendees was not taken; several POs were in attendance by phone and video. The meeting was recorded using Google Meet.
3. **Approval of minutes of the September 28 meeting:** There were objections to inclusion of the VP report in the 9/28 minutes, as the report contained opinion rather than a report of board business. VP will submit a revised report. RW Barfield **moved to defer approval of the minutes to the next meeting**. J. Levin seconded. No further comments. By voice vote, **the motion carried with no objections**. The president reminded directors they can use the director comment period at the end of the meeting to speak on issues. We want to gather information from all community members. We want both candor and civility.
4. **Officer Reports**
 - a. **President's report**
 - i. No new updates. Secretary reported that K. Whitmire put together a google sheet logging progress on the missing 2022 minutes project and can distribute it.
 - b. **Vice President's report**
 - i. We just received a proposal and estimate from Election Buddy outlining available services and prices for the next HLRPOA election (attached). We can review this. VP is speaking to League of Women Voters tomorrow (10/20) and will relate the information gathered from this group.
 - ii. Some community members are confused about the new agenda format and about when they can comment. The present structure limits their understanding of what is going on if they can't comment after board discussion of a particular topic. The president offered to put together information on the basis of this structure and asked VP for more specifics from community members; board meetings are business meetings but member input is necessary and required by law.
 - iii. The recent ARRs have been processed and no new ones received.

- iv. VP is investigating lot splits to make sure we are in compliance with our governing documents and the law.
 - c. **Treasurer's report.** The treasurer reviewed the financial report, attached.
 - i. We paid property taxes on the common areas; and insurance bills. General liability is \$690, approx. same as last year. D&O liability is \$1225, up from \$1069 last year. Many overdue assessments have now been collected. The president noted we can explore other insurance providers over the next year to compare options.
 - d. **Secretary's report**
 - i. Sent an email to all members asking for notes or recordings from the 2022 meetings for which we have no minutes. Received two responses.
 - e. **Committee reports**
 - i. **Roads.** M. Shelburne reported Dustin will bring out the grading equipment tomorrow (10/20) and start work on Monday (10/23).
5. **Member Comments.** Several POs presented comments. In brief, the following topics/opinions were presented:
- Support for third part to handle our elections.
 - Concern about further legal actions against association.
 - Opposition to bylaws reversal.
 - Support for simplification of ranch business.
 - Support for detailed election procedures and making decisions in open meetings.
 - Support for written legal opinion on 2022 bylaws.
 - Concern about meetings not being held openly.
 - Board members added comments that (a) no decisions have been made in closed committee meetings, there have been no committee meetings; and (b) clarification that a board member is not threatening legal action, but pointing out that member actions were submitted to the board in the past and not responded to.
6. **Active Agenda**
- a. **Consideration and discussion of a resolution providing the sense of the board of directors on elections and voting.** Attached.
 - Some new revisions to the draft election documents are in progress and not yet distributed to all for review. The working meeting on 10/12 did not result in much progress.
 - Once we have seen what exactly third parties can do for us, we will be better able to come up with workable procedures and guidelines.
 - Bylaws already allow flexibility regarding committees.
 - We need to create the scenario that allows for fair, accurate, and open elections. Whatever level of committees and procedures we decide on, we should use technology to our benefit.
 - Some discussion carried over into the bylaws topic, these are noted below.

- b. **Consideration and discussion of a motion to adopt the draft election procedures dated 3 October 2023.** Attached.
- Agreed this topic is the same as (a) above and we will work further on the election documents after reviewing information from Election Buddy and League of Women Voters.
- c. **Consideration and discussion of a motion to Adopt the Revised Bylaws of HLRPOA dated 25 October 2021 to replace those dated 26 January 2022, and subsidiary motions.** Attached. Various opinions stated and discussed:
- VP stated we have an attorney's opinion on the adoption process of the 2022 bylaws and she will find it for us.
 - Need legal review of 2022 bylaws from two angles: Adoption process and legal sufficiency.
 - Legal review of our documents should fit in with the work of our corporate counsel and we hope there is no cost. We need some level of legal support behind us.
 - We need candid discussion without disrespect toward one another.
 - Review of bylaws changes in 2014 and attempts to change Articles at that time. J. Levin related that those attempts were made because members thought it was too easy to change the bylaws and wanted members to have a vote, take the power out of the hands of the board. Wanted to have the sense of the membership for any bylaws changes.
 - We can restate the 2022 bylaws and amendments and go through them line by line to change them to be what the community wants.
7. **Comments from board members.** None.
8. **Next scheduled meeting date:** November 16.
9. **Adjourned** at 8:12 p.m. D. McFarland **moved**, G. Barton seconded. **All in favor, no objections.**

Submitted by C. Peachey, HLRPOA Secretary

Approved Nov. 16, 2023



Board Meeting Agenda
Thursday, October 19, 2023, 6:00 p.m.
via Google Meet

1. Call to order
2. Roll call
3. Approval of minutes of the September 28 meeting
4. Reports
 - a. President's report
 - b. Vice President's report
 - c. Treasurer's report (financial update; insurance bill to be paid)
 - d. Secretary's report
 - e. Committee reports
5. Member comments
 - a. Limited to 3 minutes.
 - b. Must directly relate to action items of the Board previously considered and published or on the agenda this evening.
6. Active Agenda
 - a. Consideration and discussion of a resolution providing the sense of the board of directors on elections and voting.
 - b. Consideration and discussion of a motion: Be it resolved that the Association hereby adopts the Elections Committee Mission and Procedures dated 3 October 2023 as the governing procedures to be used in the conduct of future elections of High Lonesome Ranch Estates Property Owners Association.
 - c. Consideration and discussion of a motion to Adopt the Revised Bylaws of HLRPOA dated 25 October 2021 as recorded in Cochise County as the currently effective and governing bylaws of this association, replacing those dated 26 January 2022.
 - i. Consideration and discussion of Dependent Motion: Submit the proposed amendments and revisions of the bylaws dated 26 January 2022 to association's legal counsel to review for legal sufficiency and compliance with the Association's other governing documents.
 - ii. Consideration and discussion of Dependent Motion: After legal review, submit the proposed amendments and revisions of the bylaws dated 26 January 2022 to the membership for approval in the manner required by Article 15.1 of the Revised Bylaws dated 25 October 2021.
7. Comments from board members
8. Next scheduled meeting date: November 16
9. Adjourn



Agreement for

High Lonesome Ranch Property Owners Association

Prepared by Chinoso Nwabuogor
cnsales@electionbuddy.com

ElectionBuddy for High Lonesome Ranch Property Owners Association

At ElectionBuddy.com, we're passionate about creating excellent election software for HOAs, and we're even more passionate about offering amazing service to our election administrators. ElectionBuddy allows election administrators with little experience to easily run a secure, anonymous, high integrity election using a combination of our cloud-based web application along with our experienced, election-savvy staff.

ElectionBuddy enables High Lonesome Ranch Property Owners Association, to better manage elections for your 136 homeowners, by allowing you to:

- Reach all voters through email, mail, or text message notifications - great for absentee owners.
- Significantly boost homeowner turnout and achieve quorum with automated reminders, alerts when voter notices don't reach voters, and multichannel notice and voting.
- Allow quick, easy and question-free voting with voter-friendly methods: iPhone voting, Android phone voting, tablet voting, computer voting, onsite kiosks, automated postal ballots, and printed ballots.
- Provide a cost-effective voting method that allows postal notice via postcard, postal ballots for those who request them, while taking advantage of the cost savings of electronic voting.
- Preserve voting integrity by enabling voters to only vote once with voter choice anonymity with an observable process and verifiable results.
- Automate tabulation with immediate sharing of secure, observable and verifiable results and winners.
- Meets the Arizona HOA electronic voting legislation by authenticating member's identity authentication, vote authentication, transmitting a voting receipt transmission and vote storage.
- Work with a vendor focused on HOAs including Desert Mountain, Greyhawk, Boulders, Anthem Parkside and Mesquite Canyon and community managers like First Service, CCMC, AAM and Associa.

At an estimated price of \$1,198.00, ElectionBuddy will save you time and money:

- **Experience** – ElectionBuddy has run over 225,000 elections for member-based organizations like yours.
- **Reasonable cost** – we use the latest technologies and automation to streamline our service, meaning we can offer extensive features and simple pricing to fit any budget.
- **Fast setup** – do it yourself with our intuitive process, or have us complete it for you for added integrity.
- **Meet your unique requirements** through customized forms and processes and dedicated expert help.

This proposal overviews how ElectionBuddy works for the High Lonesome Ranch Property Owners Association, followed by details on features, security, implementation and more. Please contact me with any questions you have!

Regards,

A handwritten signature in black ink, appearing to read 'Dave Bodnarchuk'.

**Dave Bodnarchuk, President
ElectionBuddy Inc.**

ElectionBuddy Software as a Service Agreement

This is an agreement to use the ElectionBuddy, Inc. services.

Organization: High Lonesome Ranch Property Owners Association

Billing Contact: Nancy Ceccarelli cjnathome9591@gmail.com

ElectionBuddy Account: TBD

Term: One (1) license effective Oct 19, 2023 ending one (1) month after election end date

Pricing: \$1,198.00 USD due on acceptance, which includes:

ElectionBuddy ElectionVote Per Election License - 136 Voters **\$99**

includes up to 1,000 eligible voters

Use of electionbuddy.com to set up your election, manage the vote and share results. This is the complete price for all electronic notice and voting methods, except for mailed ballots.

Services - ElectionVote - Expert Setup and Dedicated Assistance - Election Opens 2024-02-12 **\$599**

Fixed Price per election

You provide your election details and voter list, and your election expert creates your election. Voting opens and you answer voter questions. Results are automatically tabulated. Includes an online meeting and phone support. A total of 8 hours will be available to use for setup, election management, and processes associated with the election. If the setup and live election management exceed 8 hours, additional fees may apply.

Services - ElectionVote - Voter Inquiry Management Election Date 2024-02-12 **\$500**

Fixed Price per election based on 1,000 voters - additional voters at \$100 per 1,000

In addition to dedicated assistance, ElectionBuddy staff answers all voter inquiries on your behalf after consulting with your team using a customized dedicated email address. It's the ultimate in election integrity! This is required for postal ballot tallying.

Upgrade your Election - Optional Items

Please check any optional items, add quantities and they will be added to your total.

Services - Onsite Scrutineer Assistance - Voting Date 2024-03-23 **\$2,400 1 \$2,400**

Per day and per election expert onsite

ElectionBuddy experts will attend your meeting to assist with any onsite voting needs, answer administrator and voter questions and review and certify the results.

Mailed Notices - Postcards - USA **\$0.89 0 \$0**

Add \$1.10 if outside the USA

Postcards with a voting link are sent as an alternate notice method to email or text message. Voters can use their phone camera at a QR code to access their ballot. Mailing can be delayed to a mid election date, so only members who have not voted electronically receive mailed notices, saving you significant postage costs.

Pricing: \$1,198.00 USD due on acceptance, which includes:

<input type="checkbox"/> Mailed Notices - Letters with Ballots - USA <i>Add \$1.10 if outside the US</i> To facilitate less tech-savvy voters and to ensure inclusivity, letters can be sent which include a notice, paper ballot, and an addressed, return envelope. This saves considerable stuffing, sending time and effort. If a notice address is outside the USA, there is an extra charge of \$1.10 per notice address. If including candidate bio information, add \$1 per letter with ballot. Additional charges could apply if exceeds 3 pages; billed at time of mailing. Tallying is included with Voter Inquiry Management, otherwise it is \$199 plus \$1 per tallied ballot. Shipment of ballots to ElectionBuddy for tallying is an additional fee, determined at time of mailing.	\$2.99	0	\$0
Total			\$1,198

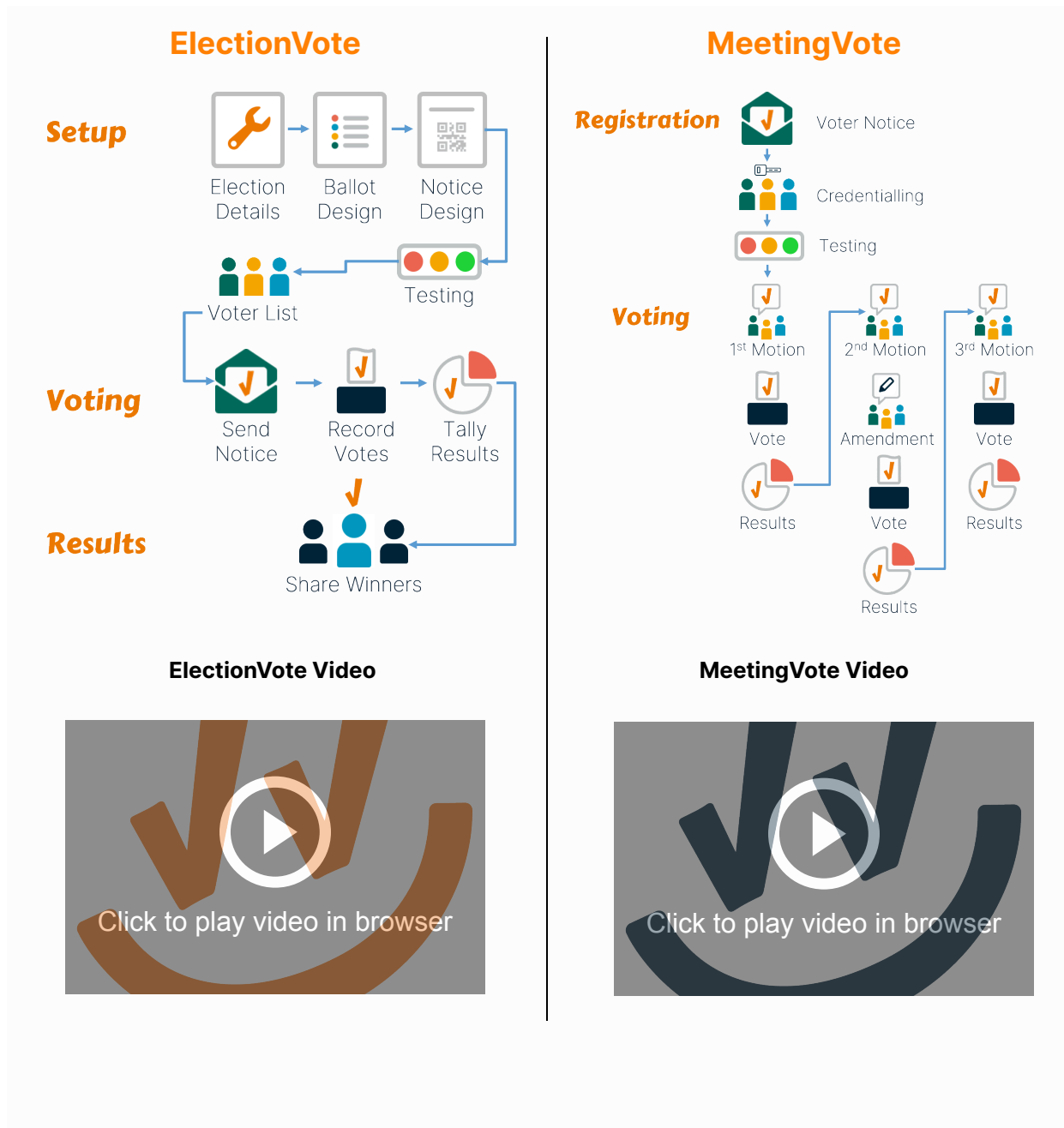
Terms and Conditions

1. The agreement will be renewed at the end of the current term unless the High Lonesome Ranch Property Owners Association notifies ElectionBuddy seven (7) days prior to the end of the term.
2. A \$99 fee is charged if incorrect account information is provided and needs updating. Fees for additional Expert Service hours, Mailed Notices, Ballot shipping to and from tallying offices, are billed at the time of service delivery, and charged automatically to the Customer Credit card if on file.
3. Rescheduling or Cancellation of the license or services may be subject to a fee. A credit may be given in lieu of a refund on a future vote that occurs within 1 year of the agreement date.
4. Service delivery is scheduled from 8 AM to 4 PM MT, Monday to Friday. Off-hour service delivery must be confirmed. 24x7 support exists for system outages; extra fees may apply for 24x7 voter support. Optional services require advance notice of 30 days to ensure availability.
5. Annual subscriptions access support at electionbuddy.com, or email support@electionbuddy.com.
6. Administrators and Voters agree to the ElectionBuddy [Terms of Use at electionbuddy.com](https://electionbuddy.com/terms-of-use).
7. All Information is confidential per the Privacy Policy <https://electionbuddy.com/privacy-policy>
8. Features not specifically noted in this agreement are priced as per <https://electionbuddy.com/pricing>
9. ElectionBuddy reserves the right to assign this agreement.
10. Payment is due within 15 days. Unpaid fees over 60 days are assessed at 10% per month finance charge. If this agreement is not paid in full when Service delivery starts, additional fees may be charged and results may not be released until the agreement is paid in full.
11. Customer Administrators and Voters will use their own phone, tablet or computer to vote electronically. Pricing does not include mobile voting device rental or purchase.
12. Testing Service is included for up to 5 voters at no charge.
13. Email and SMS delivery are dependent upon carrier and location. ElectionBuddy does not guarantee notice delivery. SMS notices delivered outside of North America may be subject to additional fees.
14. ElectionBuddy.com uses a secure socket layer for voting and URLs are preceded by "https:"
15. External website page links will be updated by the customer or their designate. ElectionBuddy assumes no responsibility for external websites or external website links.
16. Customer will identify a staff member, or designate, as the administrator. Multiple administrators requiring Dedicated Setup Assistance or support may result in additional fees.
17. If onsite services are required, travel expenses will be paid by the customer, including meals, travel from and to the staff members' city, and hotel accommodations with the hotel chosen at the Customer's discretion in line with the Customer's travel reimbursement policies. Flights, hotels and staff are booked upon agreement acceptance, and are subject to cancellation fees payable by the Customer.
18. Customer is responsible for compliance with laws, statutes and organization bylaws. Customer is encouraged to obtain independent legal counsel to ensure ElectionBuddy Service compliance.
19. Customer agrees to provide reference information and a quote upon the successful completion of the first election and or vote.

The ElectionBuddy Process and Flow

ElectionBuddy transforms the time consuming process of paper-based voting to a streamlined, easy-to-use electronic voting system.

Running a vote is comprised of 3 simple steps. Results are immediately accessible and can be published automatically to voters. While the process is simple, ElectionBuddy is a flexible and robust platform that has been used for over 223,000 elections by more than 31,000,000 voters. To view how easy it is for voters to vote with ElectionBuddy, view the process below and watch the videos. **Feel free to share the videos with your board and staff too!**



We encourage you to explore the details about our features and integrity on the following pages.

High Lonesome Ranch Property Owners Association Implementation Plan

Please see the steps below, which are tentative and subject to your agreement.

Timeline	Details
Account Creation 1 week after signing	You receive an agreement, we finalize terms and create your account. We provide a sample ElectionBuddy account, so you can sample and test features.
Checklist After payment, up to 30 days prior to election	We ask for your election details by providing you with detailed instructions and an information checklist. Email us any critical requirements. Add your election details (title and open and close date), ballot information (positions and candidates; questions and responses) and most up-to-date voter list. We need these responses back 7 to 14 days prior to your open date.
Test Setup 2 to 5 days after receipt of vote details	We create your test ballot and review it with you or your administrator. You provide feedback and we edit the ballot design. We need the emails of people that you want to test the ballot (typically five members of your organization that are key stakeholders in the election process).
Testing After test setup is completed	You and your members review the ballots and settings and provide feedback. We fix issues based on your feedback. The ballot is finalized!
Voter List Review At least 2 business days before opening	We format and validate your voter list (emails, phone numbers or mailing addresses). You fix errors and duplicates.
Finalization At least 1 business day prior to opening	We duplicate the test, add dates and the voter list, and set the vote into a "ready" state. The countdown to opening begins.
Election Opens On designated start date	Voter notices are emailed and texted to voters. Postal notices and ballots are mailed as scheduled. Reminders are created. Elections typically run 1 to 2 weeks, depending on voter list size.
Monitoring During voting period	We oversee the election on your behalf, ensuring all voters receive notice and answer your questions. With Voter Inquiry Management, ElectionBuddy Experts will manage voter questions and review any issues with your staff while ensuring voter anonymity.
Results Certification 2 to 3 business days after election closes	After voting closes, view the winners and results on electionbuddy.com or by using our certification service, we email you an election certification report. You access reports and audit details as needed. Certification service included as part of Voter Inquiry Management.
Voter Challenges Up to 30 days after results are issued	Individual voter questions and the election overall is scrutinized and monitored. Any voter concerns are addressed with the voter and you, the administrator, to ensure an impartial opinion. Included as part of Voter Inquiry Management.

Elections as Easy as 1-2-3

1. Easy Setup

In minutes, add election details and design the notice and ballot. Test, and have others test, too. Add your voter list and launch!

James Wilson

EDIT PHOTO

James may not know how to crunch his way to great abs, but he sure knows how to crunch his way to a balanced ledger.

SAVE FULLSCREEN Remove profile

President

Candidates are randomly presented - Select exactly 1 of 2 candidates or choose abstain to vote for none of the candidates.

Candidate	
Susan Johnson <small>Information</small>	<input checked="" type="radio"/>
Andrew James <small>Information</small>	<input type="radio"/>
Abstain	<input type="radio"/>

2. Easy Voting

With one click, voters cast ballots on their computer, iPhone or Android phone. Onsite kiosks and mail-in ballots are supported, too.

3. Easy Results

Winners and results are tallied automatically. View and export reports and graphs or share results with voters directly from ElectionBuddy.

Executive Board DOWNLOAD

PLURALITY - 2 VACANCIES

Mary King James Wilson Margaret Evans

James Wilson and Margaret Evans win with 50.0% and 33.3% of the vote each.

6 votes tallied and 0 abstentions

KEY FEATURES

Voter Notice and Voting Methods

Notify voters by email, cellphone and mail. Or, link to your website and e-newsletter. DomainKeys and Sender Policy Framework are used so notices reach voters and are not marked as spam.

Voting methods allow voters to vote electronically using their phone, tablet, computer, or onsite at a kiosk. Or, paper ballots and return postal ballots work great too!



Nominations

Nomination forms are fully customizable and can capture pictures, biographies, statements along with questions specific to your vote. Questions can be shown or hidden depending on previous answers. And multiple languages are supported too!



Multiple Voting Systems

Collect choices and calculate winners using [plurality](#), [preferential](#), [cumulative](#), or [approval](#) voting systems, or calculate yourself. Surveying is supported with comments, questions and scored voting that facilitates a Likert scale from 1 to 5 or NA, to ensure questions are appropriate.

Candidate 1		1st
Candidate 2		2nd
Candidate 3		3rd

Candidate 1	<input type="radio"/>
Candidate 2	<input checked="" type="radio"/>
Candidate 3	<input type="radio"/>

Fully Customizable

Editable Voting Process add your logo, edit notices, ballot, ballot review and voter confirmation screen. Add multiple languages, too!

Tailorable Candidate Profiles customize a biography and candidate contact information, and upload a candidate photo to help voters decide.

Write ins allow voters to vote for a choice not on the ballot – they can add their own choice!

William White

Add a photo



Enter your profile text here

Up to 150 words is suggested. Examples: elec to a blog, website, Facebook or Twitter.

Save

Fullscreen

Remove profile

Advanced Tallying

Weighted Votes some voters get more votes than others — great for homeowners' associations, or condo boards or voting proxies.

Voting Groups a portion of voters vote on certain positions - ex. Seniors vote for class rep, everyone votes for school president.



Security

Anonymous voting all votes are confidential and cannot be seen by others. We use 256-bit encryption — the same as major banks.

Authentication personal voting keys are created and can be used once. Add a second password or confirm identity by phone, or tie into your own authentication mechanisms.

Election Audit voters and ballots are logged to ensure that votes are correctly tallied and to eliminate fraud. Results are observable and verifiable.



Voter List Management

Voter Verification receive automatic bounce notifications for invalid or changed emails and view if voters haven't voted.

Automatic Reminders schedule emails or text messages to voters who haven't voted to increase voter turnout without extra work.

Fully auditable voter lists, ballots, and keys are tracked to secure results from tampering or editing.

21 of 21 voters shown

ID	STATUS
21	Not Voted Sent Feb 15 2017 12:53pm Added on Feb 15 2017 12:51pm
01	Voted Key Surfaced Feb 15 2017 12:52pm
02	Spoiled Spoiled on Feb 15 2017 12:52pm
03	Key Surfaced Surfaced Feb 15 2017 12:54pm
04	Voted

Results and Reports

Share Results winners are shared with voters by email, text message, or on your website. Or, keep results private — it's up to you!

Multiple Reports results summaries and winners are provided with graphical charts, too. Additional reports include voter IP location, vote-by-vote reports, and voter audit reports. All reports, including graphs, can be downloaded.



Managed Setup and Administration

Election creation add election details, design your ballot, design and schedule notice methods, and add your voter list.

Test until you're ready share test ballots with your supervisor, sample voters, and key stakeholders to ensure process buy-in and election perfection.

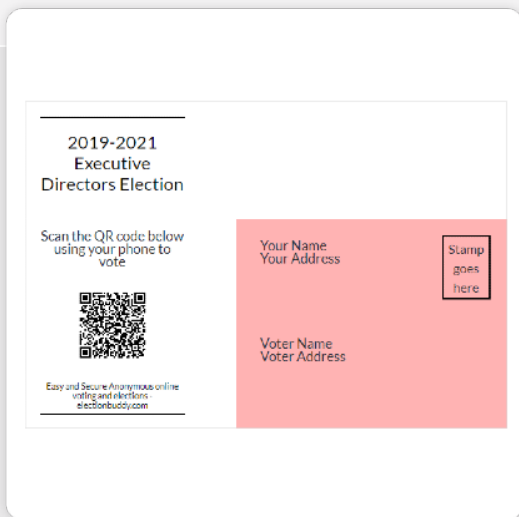
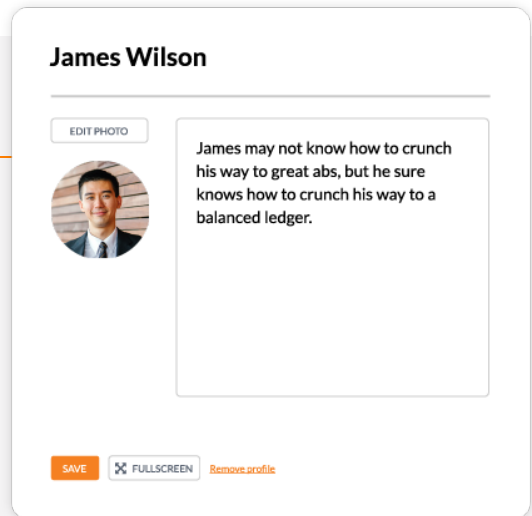
Multiple Administrators your departments, chapters or local branches can manage their own elections under your account. You can even grant election access to external stakeholders for observation and review.



Notify Every Voter

1. Easy Electronic

ElectionBuddy offers email notice for those users who prefer computers and text message notice for mobile voters. Or integrate voting notice with your own systems via merged voting keys or automated ballot issuance.

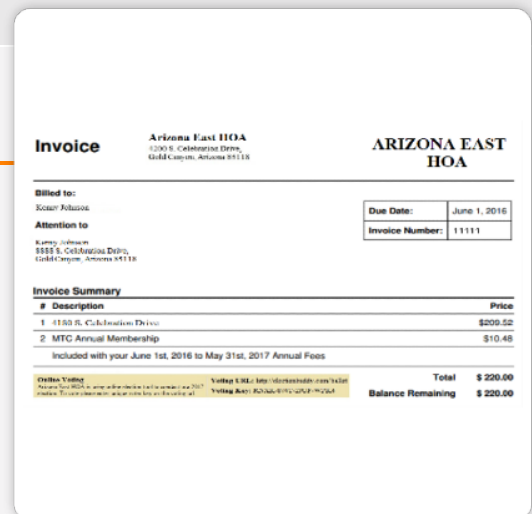


2. Magic Mailings

Postcards are a cost effective way to ensure notice for all voters, and mail them only to those who haven't voted electronically to save on postage. And paper ballots can be mailed by voter request, removing the expense of mailing every voter a first-class letter with return envelope.

3. Easy Integration

Use your own systems to notify voters, such as e-newsletters, providing voting keys on your invoices or billing statements, printed letters or any way you can think of. Even with multiple notices, ElectionBuddy ensures that each voter votes once, ensuring your election has integrity.



Voting is as Easy as 1-2-3 TOO!

1. Easy Notice

Involve voters in your election with custom emails, text messages, postcards, or mailed ballots. Or, integrate with your existing systems for a seamless experience.

Email Notice

Subject Vote Now! Anytown HOA Fall Election

organization_name user_full_name user_email

election_start_date election_end_date ...

You are invited to vote in the {{organization_name}} {{election_name}}.

The voting deadline is {{election_end_date | date: "%b %d %Y %l:%M %P"}} {{election_time_zone}}.

To vote, please click on the following link: {{ballot_link}}

[« BACK TO BALLOT DESIGN](#) [CONTINUE TO VOTER LIST »](#)

President

Candidates are randomly presented - Select exactly 1 of 2 candidates or choose abstain to vote for none of the candidates.

Candidate	
Susan Johnson <small>Information</small>	<input checked="" type="radio"/>
Andrew James <small>Information</small>	<input type="radio"/>
Abstain	<input type="radio"/>

2. Easy Voting

With one click, voters cast ballots on their computer, iPhone or Android phone. Onsite kiosks and mail-in ballots are supported, too. You can even vote on multiple issues on a single ballot.

3. Easy Confirmation

Each voter receives confirmation that their vote was registered. They can optionally receive an email and a confirmation key to verify that their ballot was properly included and tallied without being tampered.



Ballot > Verify > **Confirmation**

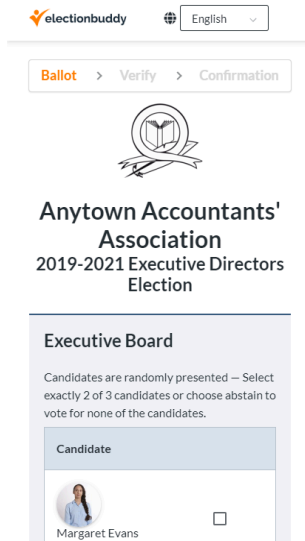


Thank You!

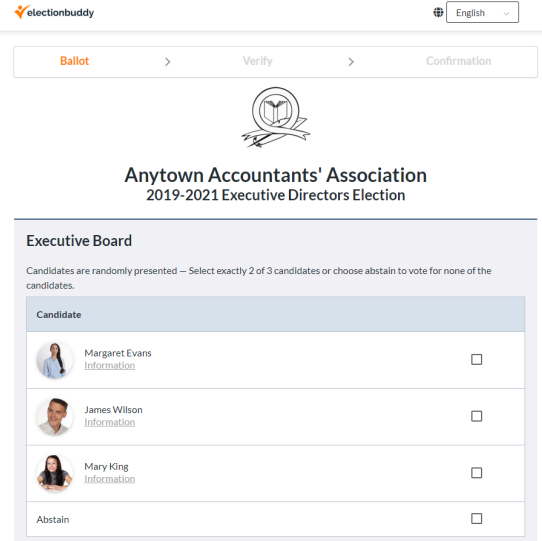
Voter Friendly for Every Voter!

ElectionBuddy supports iPhones, Android, Computer Web Browsers, Polling Station kiosk, or voting at a table during a meeting. Send notice by email, text message, postcard, letter or create your own too! Email notices are fully CANSPAM compliant, ensuring high deliverability and regulatory compliance.

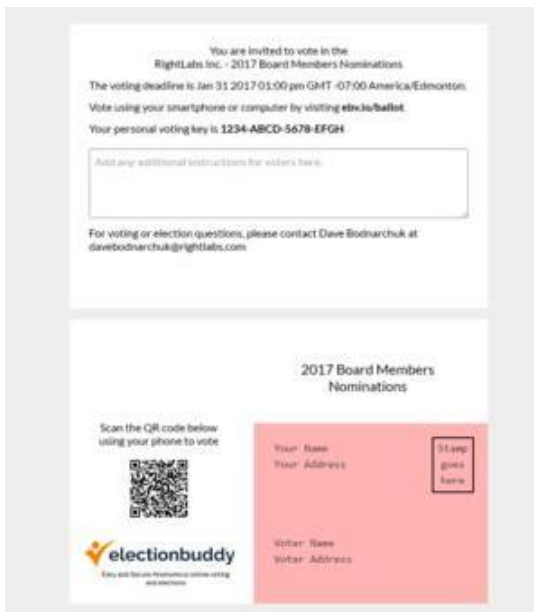
MOBILE VOTING



COMPUTER VOTING



PAPER POSTCARD NOTICE



EMAIL NOTICE

Vote now! Anytown Accountants Association - 2019-2021 Executive Directors Election

You are invited to vote in the Anytown Accountants' Association 2019-2021 Executive Directors Election.

The voting deadline is Jul 23 2019 11:15 am Mountain Time (US & Canada).

We are using an online election system to tabulate our votes. You have been assigned a unique voter key which can only be used to vote once, and your voting choices will remain anonymous. Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

If you have election questions, feedback or want to be removed from future ballot lists, please email Admin at admin@secure.electionbuddy.com

AJK9-S3KP-8NBU-8G4K

To vote, please click on the following link:

secure.electionbuddy.com/AJK9-S3KP-8NBU-8G4K

You can also copy and paste the link into your web browser.

[Unsubscribe](#) from any further emails about this election.

This solicited, automated email was sent by electionbuddy.com — easy, secure, anonymous online voting and elections.

Fast and Reputable Results

Instantaneous Tallying

Results are immediately available when the vote ends. This includes the winners, percentages for each choice, and the voting details. And you can summarize by by groups too!



Effortless Sharing

Results are shared using the results link so voters can access them on their own device. Alternatively, add both text results and graphs to your own documents and share them yourself. It's up to you!

Certifiable and Auditable

Results are linked to the voter verification code while remaining anonymous. The verification code is regenerated each time results are presented, ensuring that results are true and tamper free. For extra assurance, an ElectionBuddy Expert can issue a certification report, ensuring that you have the attestation you need.




Setup as Easy as A-B-C

A. Easy Ballots

Use an intuitive and flexible interface to add issues and candidates to your ballot. Customize your election with a comprehensive set of features, including plurality, voting by preference, write-ins, and randomization.

James Wilson



James may not know how to crunch his way to great abs, but he sure knows how to crunch his way to a balanced ledger.

Email Notice

Subject

organization_name user_full_name user_email

election_start_date election_end_date ...

You are invited to vote in the {{organization_name}} {{election_name}}.

The voting deadline is {{election_end_date | date: "%b %d %Y %l:%M %P"}} {{election_time_zone}}.

To vote, please click on the following link: {{ballot_link}}

B. Easy Notice

Involve voters in your election with custom emails, text messages, postcards, or mailed ballots. Or, integrate with your existing systems for a seamless experience.

C. Easy Voter Lists

Effortlessly add your voter list, group voters by type, and track who's turned in their ballot so you're always on top of your election.

Voters

Status ALL QUEUED NOT VOTED VOTED

Type ALL EMAIL

5 of 5 voters shown — The status of the most recent 3 voters is hidden until election is completed. [Learn more](#)

<input type="checkbox"/>	ID	GROUP	STATUS
<input type="checkbox"/>	1	Chartered	Voted <small>Sent Oct 1 2017 2:20pm</small>
<input type="checkbox"/>	2	Business	Not Voted <small>Sent Oct 2 2017 9:00am</small>
<input type="checkbox"/>	3	Personal	Not Voted <small>Sent Oct 2 2017 9:00am</small>
<input type="checkbox"/>	4	Personal	Not Voted <small>Sent Oct 2 2017 9:00am</small>
<input type="checkbox"/>	5	Business	Not Voted <small>Sent Oct 2 2017 9:00am</small>

Security

ElectionBuddy is designed at the core to maintain election integrity. This includes:

- **Establishing a secure link using 256KB SSL** between the voter computer and the ElectionBuddy servers. This is the same security that banks use.
- **Keeping the voter choices anonymous** and are not linking the choices to the voters themselves. Through obfuscation, we ensure that the voter list can't be watched and compared to summary election results, and the results can be hidden until the election is completed.
- **Allowing only eligible voters to vote** using anonymous access keys and offering 2 factor authentication even higher security, either by asking for a password or sending a code to the voter's cellphone.
- **Ensuring certifiable results** by preventing and monitoring tampering. For each vote, a hash code is created from the voter choices and voter information, shared with voters and stored in a separate log file. The hash code is recreated when the results are tallied, and the code is published to voters and compared to the log file. As long as the hash matches the one received by the voter at the time they voter, the results are valid. This also creates a voting mechanism that is verifiable and observable.

Security Protocols

ElectionBuddy has implemented strong security protocols using PCI standards as our benchmark. A PCI audit is performed annually with internal security processes performed quarterly. This ensures that our risk profile is low while our security profile is strong. We are happy to provide details of our PCI audits upon request.

Election data is managed and treated with the same level of security and sensitivity as credit card information. This ensures ballot submission is secure and encompasses all third-party requirements:

- Secure integration with your voter database, membership management system or website. Using our published API, you can authenticate voters using your own credentials, programatically create a key that allows only eligible voters to vote, and sent back voter status. This allows integration and authentication of voters using identity provider protocols and systems such as LDAP, OAUTH, or SAML from membership databases, student information systems, and single sign-on systems.
- Compliant with Standards on Accessible Information (AODA), with information access and protection of personal privacy principles and practices, and with all bylaw, legal, audit, and government requirements and standards.
- Ability to produce confirmations onscreen, via paper and email for votes and fee receipts.

Security that meets stringent guidelines

ElectionBuddy can be set up for elections that require the highest certification. We have worked with the US Department of Labor to ensure that our voting process meets their stringent guidelines:

- 256KB encryption for the communication channel between the browser and our server (direct, secure link).
- Compliance with multi-national legislation based on PIPA, POPEDA, GDPR and CANSPAM.
- Credentials do not include identifying mechanisms (Access key nor the password is known by voter)
- Voter credentials are not shown in the web browser URL.
- Voter choices are not shown on confirmation, which prevents secrecy violations, voter coercion from the results, and or vote buying/selling.

- Storage of a separate ID during the vote to facilitate ballot spoilage:
 - Vote-by-vote results can be set to not be surfaced during the election.
 - ElectionBuddy staff cannot link the voters to voter choices, nor access the development environment. SSH Keys are issued to developers only.
 - All access by ElectionBuddy developers is logged.
- Removal of the ID after the completion of the vote to provide summation and tallies but not allow linkage of the voter choices:
 - After the vote is completed, the voter's choice is completely obscured.
 - Each voter receives an ID of the vote, which maps to the "hash" of the vote. This hash is recreated at the time of the results, and can be compared to by the voter in the voter audit report.
 - The voter audit report can be made public for certification.
- Post-election review includes examination of key metrics to see if voter choices or unusual activity has a material impact on the election outcome. If the winning margin is greater than the total number of spoiled votes + surfaced keys + additional voters, then the vote is fully certifiable, as it is not materially impacted.

Two-factor authentication process (2FA)

To ensure that the voter is properly identified and that the correct voter is accessing the ballot, two-factor authentication can be employed in one of **two** ways:

- A voter uses a secure log-on, using an access key issued as part of the voter notice, along with a password for login credentials based on inherently-known authenticators. An example of inherently-known authenticators would be an organization membership ID.
- Alternatively, if cellphone numbers are registered, the voter can be text-messaged with an authentication code to ensure that the voter eligible to vote is the one actually voting.

Data backup and release schedule

ElectionBuddy uses state-of-the-art data centres as part of our commitment to PCI compliance, with redundancy built into our distributed delivery architecture. Data is backed up on a daily basis and can be recovered for any failovers that are outside of our hosting provider's control. We also have the ability to transfer and clone to fail-over data centres in the event of natural disaster at a primary location. It's the essence of SaaS – we use it ourselves!

Our release cycle is every 30 days for minor changes along with bi-monthly releases. Code refactors and user experience changes are reviewed to ensure that the application is infused with the latest and greatest standards. This results in a repeatable, demonstrable release cycle to give a predictable roadmap. When we release the new features, they are instantaneously available for all our customers.

Restrictions on actions performed

As a SaaS offering processing within the service is performed within the ElectionBuddy secured cloud and outside your facilities. Content captured from the use of the ElectionBuddy services — both metadata (i.e. details, ballots, notices, voter lists) and transactional information (submitted ballots with voter choices and the related reports) — are stored in the ElectionBuddy database within the secured cloud. Such data is encrypted and only accessible to the authorized administrator(s) or voter(s).

Restrictions are in place on the ability to modify the original submission, i.e. editing or annotating after a ballot is submitted) are not possible. Ballots must be spoiled and new ballots issued (if this is permitted within the election type.)

Elections and the associated elements (branding, ballots, notices, settings) are managed and modifiable only by the authorized administrators. Once an election is launched, edits cannot be performed by the election administrator to ensure election integrity and prevent the manipulation of the vote.

Destruction of records

Administrators can delete elections on demand which deletes the related data. Data is initially encrypted and re-scrambled upon deletion so as to be irretrievable.

Time-out feature for workstation inactivity

Administrators are automatically logged out of the administration area. After submitting their vote, voters cannot access their ballot again; the key is destroyed. When using ElectionBuddy in kiosk mode for onsite poll station voting, the kiosk automatically refreshes at an administrator-determined interval to ensure voter choice anonymity.

Common Questions

How are photos, bios, and videos of candidates included as part of the online ballot?

ElectionBuddy offers you an option to upload candidate pictures and information, and this information will appear beside each choice for the voter to review while voting. You can add text, links, or other candidate details, along with a photo. Videos can be referred to using links as well.

Do online ballot and paper ballots appear the same or similar?

Yes, the online and paper ballot would appear similar if paper ballots are used.

How is election integrity maintained?

ElectionBuddy keeps your ballot secured to ensure the election's integrity. We use the following measures for ballot security & election integrity:

- Ballots are encrypted using SSL encryption, the same security and encryption banks use.
- Ballots are anonymous. Each ballot is tied to a unique access key, rather than a voter's name or ID, ensuring the voter and their details cannot be associated with their ballot or choices.
- Administrators can view winners but not individual voting choices. Votes are tallied to calculate winners and to show votes received for each choice on each position or question.
- Ballots can only be cast once. The unique access key is tracked, and is marked as completed to ensure that each ballot is submitted only once.
- Voter information is tracked (IP address, voter details) to allow for voting audits.
- Voters cannot cast votes after the pre-determined deadline (election end date).

What are the postal specifications?

ElectionBuddy sends notices on 4"x6" postcards and paper ballots on 8.5"x11" white paper stock. Postage is included in the pricing for both postcard notices and paper ballots.

What is ElectionBuddy's voting capacity?

We have handled elections as large as 100,000 voters.

For election services, what is ElectionBuddy's schedule adherence?

You set the dates of your election, including voting start date, voting end date, and reminder dates. We will meet those dates. Setup times are dependent on your ability to gather the information and test/review the setup. We would suggest that you plan for other staff and a subset of voters to review your ballot as well - this ensures a smooth election!

Can ElectionBuddy be used to stage voting periods?

ElectionBuddy gives you a considerable cost-saving opportunity by offering you the ability to start your electronic votes ahead of time to try and get electronic votes before sending a paper ballot to those that haven't yet voted. This ensures that:

- Voters do not have to opt-in to a process that they don't understand (electronic voting).
- Voters don't have to learn the system or test it prior to the vote. While you may have (and we strongly encourage you to) practiced voting, our experience has been that people don't like to test — they just expect it to work.
- Voter notices reach everyone in the manner they prefer, and they can vote in the same manner that they were reached.

How does ElectionBuddy authenticate voter identity?

We can bind the voter's data with their membership ID, which is already identified and verified. To increase security, ElectionBuddy offers two-factor authentication, which ensures voters enter a passcode that is unique to them. This can be an inherently-known credential, like a membership ID, or voters can receive a text message on their mobile phone to confirm that the right voter votes.

How does ElectionBuddy validate and protect voter ballots?

To ensure the validity of the ballot being cast, ElectionBuddy ensures that the vote is not altered during electronic transmission by encrypting the connection between the voters' web browser and the ElectionBuddy server using SSL encryption. This is the same security that banks use. Ballots can only be submitted once, and the access key is spoiled after use. The vote process is logged and compared to the results to protect against results-tampering, and to detect and audit intrusions.

Are multiple ballot formats available?

ElectionBuddy is tablet and smartphone-compliant, and is cross-browser and cross-device compatible. Your voters can vote using any type of tablet device/smartphone/computer and laptop. ElectionBuddy also supports a paper ballot process.

What occurs when an email address is shared between voters?

ElectionBuddy requires that a ballot ID be identified for each individual voter so that a unique key is created to properly track the voters.

How are write-in ballots supported?

Election setup can be configured for each position or question to allow voters to cast their own choices that are not on the pre-defined slate.

How are comments and feedback tracked?

Comments can be added to referendum questions to allow voters to add free form textual answers.

How can elections be run with both paper ballots and electronic ballots?

When a combination of paper ballots and electronic voting is used, ElectionBuddy provides an easy mechanism for entering paper ballots so that the results can be added to the electronic votes. Because each voter has a unique key, if a paper ballot is issued to a voter, and the voter votes electronically, the paper ballot will be disqualified automatically and will not be able to be submitted.

Does ElectionBuddy offer results certification?

Our brand promise is to provide an election result that has integrity, ensures anonymity, and can be verified by external parties.

Does ElectionBuddy store electronic votes for recount, inspection, and review purposes?

ElectionBuddy maintains voting records for up to 7 years, unless deleted by the election administrator.

Thanks for your time.

We hope to earn your trust as we have done with our administrators who have used us for over 223,000 elections.

See what some of our previous customers have to say at www.electionbuddy.com



TREASURER REPORT FOR 19 OCTOBER 2023 BOARD MEETING

Checking account activity for 2023

Starting balance	\$5,278.09
Deposits	\$30,915.86
Withdrawals	\$4,569.04
End balance	\$31,840.91

Checks paid

1. \$600.00 Smith & Wamsley	6. \$596.46 Bernardo Espinoza	11. \$690.00 FFP&C ins.
2. \$180.00 Jacob Throckmorton	7. \$1000.00 Attorney's fees	12. \$1225.00 USL ins.
3. \$50.00 Arizona income tax	8. \$6.86 C. County tax	
4. \$125.00 CNJ bookkeeping	9. \$6.86 C. County tax	
5. \$82.00 P.O. Box rental	10. \$6.86 C. County tax	

OUTSTANDING ASSESSMENTS 2022 AND PRIOR

2 members have a total of \$530.80 owed. Includes assessments and interest.

* This amount does not include interest or late fees for 2023.

OUTSTANDING ASSESSMENTS FOR 2023

4 members have paid no assessments for 2023, total owed \$872.50

2 members have paid 1/2 assessments for 2023, total owed \$216.00

* Of the 4 members who have paid nothing, this includes the 2 previous mentioned members
1 of which have had \$8.50 added to their accounts for the mailing of the certified letters.

Total assessments still outstanding is **\$1637.53** this does not include any current interest or late fees.

All members who have any monies outstanding for 2023 and prior were invoiced in June with a due date of 07-15-2023. All outstanding amounts now will have interest and late fees added to their accounts.

The 1 members with outstanding amounts for 2022 and prior that have not been turned over
For collection will be turned over to our attorney of record of collection.

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.

Agenda Item Read Ahead
6 October 2023
for 19 October 2023

Proposed agenda item to be presented by Wade Barfield at the 19 October 2023 meeting. This item is presented because action is necessary to prepare for elections that must be held in the first quarter of 2024.

Motion Title: Be it resolved that the Association hereby adopts the Elections Committee Mission and Procedures dated 3 October 2023 (see attached) as the governing procedures to be used in the conduct of future elections of High Lonesome Ranch Estates Property Owners Association.

Discussion / Background

The draft procedures of 5 August 2023 presented at the 17 August 2023 meeting of the Board of Directors were submitted to the directors as well as the membership for comment and suggestion. Two comments were received: one in support of the draft procedures as written and one which noted a conflict between the draft Election Committee Procedures and state law regarding notification timelines. The draft Election Committee Procedures have been corrected to align with the timeline established by state law.

Our governing documents require we hold an annual election of directors during the annual membership meeting. Our governing documents require the annual membership meeting be held in the first quarter of each calendar year.

The timeline for conducting an annual election begins ninety (90) days prior to the scheduled date of the Association's annual meeting. Even should the annual meeting be scheduled for late March, the Secretary/Election Committee Chairperson must begin preparation not later than December 2023 – that is only two meetings of the Board of Directors away.

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 max.

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 DATE
You will receive one electronic ballot for each lot you own.
Choose no more than _____ 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	Electronic Votes	Paper Ele
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.

High Lonesome Ranch Estates
Property Owners Association
Board of Directors

Agenda Item Read Ahead 6 October 2023 for 19 October 2023

Proposed agenda items to be presented by Wade Barfield at the 19 October 2023 meeting of the Board of Directors of High Lonesome Ranch Estates Property Owners' Association.

Motion: Be it resolved that the Association adopts the revised bylaws of High Lonesome Ranch Estates Property Owners' Association dated 25 October 2021 as recorded in Cochise County, Arizona as the currently effective and governing bylaws of this association replacing in their entirety the bylaws dated 26 January 2022. (see attached)

Dependent Motion: Be it resolved that the Association will immediately submit the proposed amendments and revisions of the bylaws dated 26 January 2022 to the association's legal counsel to review for legal sufficiency and compliance with the Association's other governing documents,

Dependent Motion: Be it resolved that the Association will submit the proposed amendments and revisions of the bylaws dated 26 January 2022 to the membership for approval in the manner required by Article 15.1 of the Revised Bylaws of High Lonesome Ranch Estates Property Owners Association dated 25 October 2021 once review for legal sufficiency by the association's legal counsel is complete.

Discussion / Background

Concerned that a future Board of Directors could capriciously change the bylaws of the association to the detriment of its members, in 2014 the Board of Directors ceded authority for future amendments to or revisions of the association's bylaws to the membership. (see Article 15.1 of the Revised Bylaws of High Lonesome Ranch Estates Property Owners Association dated 25 October 2021 which reads “*These Bylaws may be amended by the Board of Directors of the Association, subject to approval by a simple majority vote of the Owners representing at least sixty-seven percent (67%) of the votes held by the Members.*”) The membership has taken no action to amend or repeal that revision.

In January 2022 proposed revisions of the bylaws were brought to the floor for a straight up-or-down vote to adopt without first giving opportunity for the membership at large to review, comment upon, or approve as required by the then effective bylaws dated 25 October 2021. Note the contrast with the current requirement to submit even committee procedures to the membership before being considered for adoption by the Board of Directors.

The membership has not ratified the revisions proposed in January 2022 as required by Article 15.1 of the 2021 bylaws and they should not be the bylaws under which the association operates.

Language in the proposed revision of the association's bylaws dated 26 January 2022 is counter to the purpose of the association as defined in the Articles of Incorporation.

Language in the proposed revision of the association's bylaws dated 26 January 2022 abdicates the responsibilities of the Board of Directors as set forth in the Articles of Incorporation and the Declaration putting the association, the directors, and the membership at legal risk.

Language in the proposed revision of the association's bylaws dated 26 January 2022 makes broad and drastic changes in a clear attempt to unilaterally amend the Declaration without following the legal requirements for so doing, essentially changing the contract created when members purchased their property without involving them in that decision.

Association members opposed to the improper and purported adoption of the proposed amendments and revisions of the bylaws dated 26 January 2022 without the necessary ratification by the membership initiated good-faith attempts to arbitrate their dispute with the Board of Directors in March 2022. The Association failed to respond to those efforts and, in April 2022, an attorney for the association members informed the Association's legal counsel the members intended to pursue remedies via legal action. Any such contemplated action remains pending.

In April 2022, association members presented to the Board of Directors a petition for a member action under the provisions of ARS 33-1804 calling for the proposed amendments and revisions of the bylaws dated 26 January 2022 to be put to the membership for approval as required by Article 15.1 of the 2021 bylaws. The Association has never responded to or acted upon this petition.

If the association's directors believe the proposed revision of the association's bylaws dated 26 January 2022 benefits and is welcomed by the membership at large they should without reservation involve the membership in something that directly affects the use, enjoyment, and value of their property by submitting the proposed revision for their approval as described in Article 15.1 of the Revised Bylaws of High Lonesome Ranch Estates Property Owners Association dated 25 October 2021.