

High Lonesome Ranch Estates Property Owners Association

ELECTION PROCEDURES

Approved Dec. 17, 2025

1. OVERVIEW

A. Applicability. These procedures supersede all previous HLRPOA election procedures.

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

C. Election Committee. The Board of Directors will conduct elections in combination with appointed Election Committee (EC) members and board-approved third-party contractors or voting systems. The EC will consist of a Director who is the chairperson, and two to four other members of the association. The EC will appoint one member of the committee to be the Deputy EC chairperson.

D. Third-Party Organizations. The Board of Directors may contract with third parties (such as an electronic voting vendor or the League of Women Voters) to manage many aspects of Association elections. These third parties may create electronic and paper ballots, send ballots to Association members, send reminders, receive and tally electronic and mail-in paper ballots, and manage in-person voting.

E. Voting and Ballots. Each lot account will receive one ballot. A lot account may vote by electronic ballot or paper ballot. No lot account owner may submit a ballot on behalf of another lot account owner; i.e., no proxy voting or couriers are allowed. There will be no cumulative voting or weighted voting. If lot ownership changes, new ownership must be verified before voting opens and ballots are distributed.

F. Governance. Nomination and voting policies and procedures are governed by Arizona Revised Statutes (A.R.S.); 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. The annual election will be held in conjunction with the Association's annual membership meeting. The annual meeting

will comply with A.R.S. 33-1804. The presiding officer will announce the results of the election before the close of the meeting, barring exceptional circumstances.

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

C. Nominations. See Section 5.1 of the Bylaws. The Board of Directors will send all members a call for nominations in accordance with the A.R.S. and timeline listed in attachment 1. The EC will act as the nominating committee. Members in good standing and prepared to discharge duties in accordance with the standards of conduct defined in applicable A.R.S. are invited and encouraged to become candidates for election. Candidates will be asked to submit brief statements that will be made available to voters.

D. Notice of the Meeting. The Association will mail or cause to be mailed a notice of the annual meeting in accordance with A.R.S. 33-1804 not fewer than 10 nor more than 50 days in advance of the meeting. The secretary will prepare the notice for board review. The notice will include, at a minimum, the date, time, location, purpose, agenda, and remote login options for the meeting. It will also include instructions, deadlines, and other necessary or time-sensitive information.

E. Verification of Mailing and Email Addresses and Vote Method Preferences. The Secretary maintains lot owner addresses (mail and email) and will verify addresses prior to the opening of the election. The Secretary will also ask each lot account owner to verify their chosen method of voting – electronic or paper ballot. If a lot account owner does not specify an address, a paper ballot will be mailed to the postal address on record with the Association. The Secretary will not share membership/voter lists with other members.

F. Ballot Material. Ballots will be produced according to state law and in coordination with the electronic voting vendor. The EC will open voting and distribute ballots and ballot materials to voters approximately four weeks before the annual meeting date.

G. Electronic Voting System.

1. Access to the electronic voting system will be limited to the designated administrator. Setup parameters will be agreed upon by at least two EC members.
2. The highest security and integrity parameters available in the electronic voting system will be adopted when selecting from the options available.

3. Once the election goes live, no member of the Association (including board members) will have access to the status of the electronic count until electronic voting closes.

4. Votes from mail-in paper ballots may be entered into the electronic voting system by third-party personnel or may be counted separately and added to the electronic tally for the overall final tally.

H. Members Running for Election. Members whose names will appear on the ballot will not have access to electronic or paper ballots cast by the membership from the time the election opens until announcement of results.

I. EC Chairperson Duties:

1. Supervise the set-up of the overall election process including any third-party vendors.

2. Liaise, or assign a liaison, with the third-party contractors during the annual meeting.

3. Document any reason why a specific ballot or envelope is designated as spoiled as indicated by third-party contractors.

4. Not be the presiding officer at an annual or special meeting.

5. Make every effort to resolve discrepancies and to count as many eligible votes as possible assuring a fair, open, and honest election.

J. Voting at the Annual Meeting. Either third-party representatives, members of the EC, or other designated volunteers will oversee in-person voting at the Annual Meeting. The EC will provide the third party with electronic voting system login credentials, voter lists, and supplies necessary to conduct the election, including materials necessary for in-person voting. Before any in-person voting is allowed for any lot account, an election volunteer will verify that no vote has already been tallied for that lot account. Specific in-person voting and ballot counting procedures will be available two weeks prior to the Annual Meeting.

K. Post-Election Review. Within 30 days after this election, the Board shall solicit member feedback regarding the election; within 120 days, the EC will review feedback and modify these procedures, as necessary, for Board approval.

L. Election Materials. All election materials, electronic and paper, will be maintained in Association records per applicable A.R.S.

M. Election Committee Meetings. Meetings will be conducted openly in accordance with A.R.S. 33-1804.

Attachment 1: Annual Membership Meeting & Election Timeline

- “D” is the date of the Annual Meeting.
- D minus 120-90 days: Research and approve third-party election vendors and services. Reserve meeting venue.
- D minus 90 days. Begin verifying all PO mailing and email addresses. Solicit nominations from members to run as candidates for the board of directors. Consolidate candidate statements. Verify voting method preferences.
- No earlier than D minus 50 days: Mail all property owners information about the date, time, location, purpose and agenda for the Annual Meeting of the Members, the number of upcoming board vacancies, general instructions and deadlines for electronic and paper ballot absentee voting, candidate names, and other information as necessary.
- D minus 60-45 days: Prepare and approve ballot materials. Receive and consolidate preferred voting methods and confirmed mailing/email addresses. Provide voter information to any third parties so they can prepare paper and electronic ballot material.
- D minus 30 days: Election opens. Mail paper and email electronic ballots and voting materials and voting instructions to each lot account. Identify volunteers to assist EC with meeting setup, equipment, and logistics.
- D minus 15 days: Publish Voting and Ballot Counting Procedures.
- D Day: Annual Membership Meeting and election day.
- Not Later Than 30 Days After Election: Capture lessons learned from election and consider updates to procedures.
- 120 Days After Election: Board reviews and approves updated election procedures.