

HLRPOA 2026 Board of Directors Election

Voting and Ballot Counting Procedures

Approved Jan. 21, 2026

OVERVIEW

At the Annual Meeting and Election on February 28, 2026, members will vote to elect two directors. As stated in HLRPOA Election Procedures, approved on December 17, 2025, lot account owners may vote in three ways: electronic ballot by email, paper ballot by mail, or in person at the Annual Meeting.

Electronic and mail-in voting open on January 28 and close on February 27. Electronic voting closes at midnight (AZ time) on February 27, and mail-in ballots must be received by February 27 at the mailing address provided. Instructions are included with the ballots. In-person voting will be open from 10:00 a.m. to 11:00 a.m. at the February 28 Annual Meeting. Voting at the meeting will be via paper ballot only. Election volunteers and third-party Vote Monitor(s) will assist voters. Only the Vote Monitor and the EC Chair will have access to the electronic voting vendor (Election Buddy) account. The Vote Monitor will announce election results after all ballots have been processed.

These procedures detail how the paper ballots will be counted, and how the electronic and paper ballot counts will be integrated into a final vote tally.

COLLECTION OF MAILED/ABSENTEE BALLOTS

The Vote Monitor and one other election volunteer will pick up all mailed/absentee paper ballots from PO Box 55, Tombstone, AZ 85638, at 9:30 a.m. on February 28. Mailed ballots received after this date/time will not be counted.

The two volunteers will immediately place the mailed ballots in a large envelope, seal the envelope, and bring the envelope to the Annual Meeting.

VOTING PROCEDURES

Voter Instructions -- To Vote at the Meeting:

1. The Election Committee will provide ballots and envelopes at the meeting for voters who do not bring their mailed ballot materials.
2. Do not cast a ballot if your lot account has already voted electronically or by mail. If it is determined during vote counting that a lot account has cast more than one vote, the first vote cast will be considered valid and the most recently cast vote (either electronic or paper) will be considered spoiled and will not be counted.
3. For each completed ballot, first place the ballot inside the small secret ballot envelope and seal it; then place this ballot envelope inside the larger mailing envelope and seal it.
4. Place only ONE ballot in each envelope set. If, during vote counting, more than one ballot is found in an envelope, the ballots will be placed in the spoiled ballot repository and will not be counted.
5. **You must write your name, address, signature** (per Arizona Revised Statute 33-1812.A6), and lot number on the outside of the mailing envelope. Envelopes without the required information will be placed in the spoiled ballot repository and will not be counted.
6. Hand your sealed ballot to the voter registrar. After the registrar checks your information, insert your envelope into the ballot box and leave the voting area.

Volunteer Instructions – To Assist a Voter:

1. Provide a ballot, ballot envelope, and outer envelope to the voter, if needed. Ask them to confirm they have not already voted electronically or by mail.
2. Before the voter places the envelope in the ballot box, take the outer envelope and ensure it contains the voter's name, address, signature, and lot number. Ask them to supply missing information if necessary. Ask them to confirm there is only one ballot in the envelope. Log last name and lot number on the "In-Person Voting" list.
3. Return the envelope to the voter to insert into the ballot box.

BALLOT COUNTING PROCEDURES

General Instructions:

1. The EC Chair oversees the ballot counting process.
2. Detailed procedures are broadly divided into (i) checking envelope information, (ii) separating ballots from envelopes, and (iii) counting votes.
3. Steps are conducted in a manner to preserve ballot secrecy and election integrity. Ballots should always be kept face down until the ballot counters count them. No one shall write on any ballot. Each volunteer conducts their task independently, seeking assistance from the EC Chair only, not from other volunteers.
4. Counting will take place in a separate but open area where members may observe the process. Observers may not make comments to the counters or others involved in the process. If they attempt to interfere, they will be asked to leave the counting area.

Step 1, Log Envelopes Collected from the PO Box in Tombstone:

- (1.1) Unseal the envelope of absentee ballots and make a list of the enclosed envelopes, listing last name and lot number. Voter credentials will be checked in Step 3.
- (1.2) Place the logged envelopes into the ballot box.

Step 2, Remove Envelopes from the Ballot Box:

- (2.1) Unlock the ballot box, remove all envelopes, and place them in a basket.

Step 3, Check Envelopes Against Property Owner Roster:

- (3.1) Check each outer envelope to compare the name, address, and lot number against the approved roster of property owners and lot accounts. **Do not open any envelope.** Place a mark on the roster to indicate a paper ballot has been received for that lot account. Place the checked envelope in a new basket.
- (3.2) Set aside envelopes in the Unresolved Ballot basket if any of the following apply:
 - a. An envelope does not have the name, address, and signature of the property owner, thus violating Arizona Revised Statute 33-1812.A6. In this case, after the EC Chair confirms the information is missing, this ballot will be considered spoiled.

- b. Lot number is missing from the envelope. In this case, if the property owner name and address can be matched with corresponding lot number, and if no other envelope has been received for that lot account, this envelope may be logged per step 3.1.
- c. Information on the envelope does not match the property owner roster.
- d. There is more than one envelope for a lot account.

(3.3) The EC Chair will attempt to resolve any discrepancies so that all valid votes can be counted.

(3.4) Pass all checked and valid envelopes to the Vote Monitor.

Step 4, Vote Monitor Checks Envelopes Against Election Buddy Voter Status:

(4.1) Check each envelope against the Election Buddy Voter Status to ensure that no lot account that submitted a paper ballot has also voted electronically. **Do not open any envelope.**

(4.2) If a lot account has already cast an electronic vote, place the unopened envelope in the Unresolved Ballot basket and notify the EC Chair. The first vote cast (whether electronic or paper) will be considered valid and the most recently cast vote will be considered spoiled.

(4.3) Pass all checked and valid envelopes to the next volunteer.

Step 5, Open Outer Envelopes:

(5.1) Slit open each outer envelope and remove the inner (secret) ballot envelope.

(5.2) If the outer envelope contains more than one secret ballot envelope, restuff the envelope, place it in the Unresolved Ballot basket, and notify the EC Chair for resolution.

(5.3) Place the unopened secret ballot envelopes in one basket and the empty outer envelopes in a separate basket.

(5.4) When all envelopes have been processed, pass the basket of unopened secret ballot envelopes to the next volunteer. EC Chair collects and retains empty outer envelopes.

Step 6, Open Secret Ballot Envelopes:

(6.1) Slit open each secret ballot envelope and ensure there is only one ballot per envelope.

(6.2) If the envelope contains more than one ballot, restuff the envelope, place it in the Unresolved Ballots basket, and notify the EC Chair. These ballots will be considered spoiled.

(6.3) Remove each ballot and stack the ballots face down in a ballot basket. Do not turn over the ballots or attempt to look at the written side. Place the empty envelopes in a separate basket.

(6.4) Pass the basket of face-down ballots to the next volunteer. EC Chair collects and retains empty envelopes.

Step 7, Tally Votes, Volunteer 1:

(7.1) Fill out the information at the top of the tally sheet.

(7.2) Turn over each ballot one at a time. If the ballot is illegible, if too many candidates are voted for, or if there are other concerns, place the ballot face down in the Unresolved Ballots basket for resolution with the EC Chair.

(7.3) For each valid ballot, place tally marks next to the candidates' names to log the votes received.

(7.4) Place each reviewed ballot face down in a new basket. Once all ballots have been processed, pass the basket of face-down ballots to the next volunteer, who repeats this process.

(7.5) Add up the total number of paper ballot votes for each candidate on your tally sheet.

Step 8, Tally Votes, Volunteer 2:

(8.1) A second volunteer tallies the votes using the procedures listed in Step 7, using a separate tally sheet.

Step 9, Compare Tally Sheets:

(9.1) Volunteers 1 and 2 pass their tally sheets to the EC Chair who will check if the totals of the two volunteers match. If they do not match, the two volunteers count the ballots again, using new tally sheets. The process is continued until the EC Chair confirms that the tallies of the two counters match and is confident the tally is accurate.

Step 10, Add Electronic Votes:

(10.1) The Vote Monitor opens the electronic voting results in Election Buddy and writes the electronic totals for each candidate in the appropriate column on the two tally sheets. The EC Chair confirms the transcription is correct.

(10.2) Return the tally sheets to the two vote tally volunteers. The volunteers add up the paper plus electronic votes for each candidate to determine the total number of votes for each candidate.

(10.3) Pass the tally sheets to the EC Chair who will check if the totals of the two volunteers match. If they do not match, the volunteers add the paper and electronic totals again until the EC Chair confirms that the tallies of the two counters match.

(10.4) Provide the tally sheets to the Vote Monitor, who will inform the Annual Meeting chair that election results are ready to announce.

Step 11, Collect Election Materials:

(11.1) The EC Chair collects all ballots, tally sheets, voter roster, envelopes, and other election materials to be archived in Association files.