

FOXWOOD HILLS PROPERTY OWNERS' ASSOCIATION

ANNUAL ELECTIONS

- The ballot for board elections provides the number of vacancies to be filled, lists the names of those members nominated and running for a vacant position, and includes space for write-in votes.
- Ballots are included in the annual meeting packets mailed to regular members in good standing. Any property owner who was not in good standing at the time the ballots were mailed, but whose status subsequently changes to good standing, may request and be issued a ballot up to the day that the ballots are to be returned.
- The ballot will also include a section for members to approve or disapprove the recommended budgeted expenses for the coming fiscal year. The recommended budget is included in the annual packet.
- Ballots must be received in the POA office by close of business on the Thursday prior to the scheduled annual meeting. Ballots are validated, opened and votes counted on the Friday immediately preceding the annual meeting. Ballots received after the date and time required will not be accepted nor included in the official count.
- Each ballot represents one vote per lot for members in good standing. Multiple lot owners will receive a ballot for each lot owned.
- To establish a quorum, 5% of the votes entitled to be cast must be received by the deadline. The total number of votes entitled to be cast means the number of lots owned by members in good standing. For example: A member that owns two lots and is in good standing counts as two eligible votes. The quorum for any given election/balloting is required to be printed on the face of the ballot.
- A simple majority of the votes cast is required to elect, approve or disapprove an item up for consideration. However, an amendment to existing by-laws, if included on the ballot, will require a 2/3 majority of votes cast for the amendment for it to pass.
- At no time during the election process, nor in the interim period following the process until the count is made official to the Board, will there be discussion by any committee member, official observer or other participants of the outcome of the results of this election. Nor will there be discussion at any time of how any individual member voted for any issue on the ballot.

- Every effort is made to assure confidentiality of ballots and election results. The methods and procedures include:
 - The use of secure paper to prevent ballots from being copied to reduce the risk of unauthorized copies of ballots being circulated.
 - A dual envelope system with an inner envelope that contains the ballot form and the outer return envelope, into which the ballot envelope is inserted. This method enables the ballots to be anonymous when counted.
 - Identifying markers on the outside of the return envelopes which are necessary to trace the ballots received to the good standing list and validate that they were submitted by eligible voters.
 - Depositing all ballots as they are received in a secured and locked box with limited access as they are received.
- Counting the Ballots: In general, throughout the ballot counting procedures, all forms or ballots will be counted at least twice, or as many times as necessary to assure accuracy in the numbers recorded.