

Voting Instructions

Two envelopes are included in this package for your use. California law requires elections regarding the election of Directors and assessments legally requiring a vote (among other things) to be held by Secret Ballot. The Secret Ballot must be voted by the owner, placed in the ballot envelope, and sealed as outlined below.

All votes will be counted and tabulated by the Inspector(s) of Elections, or the designee of the Inspector(s) of Elections, in public at the meeting referenced below. **Any Secret Ballot not received on or before the deadline cannot be counted, except that the Board of Directors reserves the right to extend the deadline by which Secret Ballots must be returned.** Any Member of the Association may witness the counting and tabulation of the votes. No person shall open or otherwise review any Secret Ballot prior to the time and place at which the ballots are counted and tabulated. **Once a secret ballot is received by the Inspector(s) of Elections, it is irrevocable.**

Please follow the directions below to ensure that your vote is counted:

First Envelope:

Please vote your Secret Ballot by marking your vote on the Secret Ballot and placing it inside the smaller of the two envelopes. Seal the envelope. Make no marks on this Secret Ballot or on the smaller envelope that would reveal your identity in any way. In order to preserve confidentiality, a voter may not be identified by name, address, or lot, parcel, or unit number on the Secret Ballot.

Second Envelope:

After the Secret Ballot itself is inserted into the smaller envelope, which is sealed, the smaller envelope should be inserted into the second, larger envelope. Seal the larger envelope and address it to the Inspectors of Election of the Association.

In the upper left-hand corner of the second envelope, please print and sign your name; your address (separate interest identifier) with the unit number, if any, that entitles you to vote. If your name, signature, and separate interest identifier are not on this envelope, the Inspectors of Election cannot count it and will show it as voided.

The Ballot Collector will mark off the Secret Ballots that it has received prior to the meeting on the sign-in sheet. If you have voted your Secret Ballot by mail, you will not receive another ballot at the meeting. These envelopes will be opened by the Inspectors of Election at the meeting. The Inspectors of Election will tally the votes at the meeting.

Please feel free to contact the Association with any questions regarding this process as it is important that you vote, and that your vote counts!