

CEDAR RIDGE

ESTABLISHED 1990

Cedar Ridge Homeowners Association

P.O. Box 7403, Bonney Lake, WA 98391

Election Committee

The Election Committee will be appointed by the Cedar Ridge Homeowners Associates (CRHOA) board from volunteer members of the HOA to run open and fair elections. To qualify for the Committee the candidate must be a member of the CRHOA, considered to be in good standing, with no unpaid dues or fees. Members may volunteer to join as needed throughout the year and the group should generally consist of 3-5 members however as few as one member may still be considered adequate to conduct an election. There is no term of service for the Committee and members may step down at any time. Board members may fill Committee duties as required to support votes if there are no other volunteers, no voting is required for this action. The group is responsible for creating ballots, advertising the election, being the contact for all candidates, distributing ballots, collecting ballots, and counting ballot results. Board members should not participate in counting votes if their personal election is on the ballot. Election procedures shall be reviewed annually and signed by the board members available. An electronic version of the election procedure shall be posted on the website.

Elections and Voting Requirements

Elections include both votes for filling board positions as well as votes on changes to CC&Rs and Bylaws as required. Elections must occur at minimum one time per year to allow for filling board seats even if no other proposed changes are submitted. Generally, elections will be conducted in concurrence with the annual homeowners meeting. The homeowners retain the right to audit the results of any election/vote count after the vote count is completed. Ballots will be retained for three years or as required by law. Election results will be retained in the official documents of the HOA.

A quorum of respondents is required for any election, motion, or vote to be valid, this mechanism is to protect the rights of the majority of homeowners from a smaller but more vocal minority. Any vote without a quorum allows for an individual homeowner to challenge the legitimacy of the vote. Within CRHOA consisting of 91 homes, 34% (31 homes) responses will be considered sufficient for quorum. Once quorum is established a simple majority of responses will win any vote or positional election. Voting actions may take place at any time throughout the year. Washington law requires a minimum of a 30-day notice to homeowners prior to voting date.

Normal election cycle:

1. In July, no later than the August board meeting, submit a notice about the upcoming election for the August Cedar Reader. The notice needs to include:
 - a. Who, How, and By When to volunteer for board candidacy. Generally, people may submit candidacy any date prior to the September board meeting.
 - b. How many positions are open on the board, and that they are to serve a two-year term.
 - c. Expectations of the board, which can be found in the CC&R's and By-Laws (Article; 7 "Duties and Responsibilities of the members of the Board").
2. The Election committee must submit the candidates' names at or before the September board meeting for review.
 - a. All candidates must be a member of the CRHOA and considered to be in good standing. If a proposed candidate is not in good standing the election committee may not place that person on the ballot of candidates.
 - b. The board will announce the candidates at the September board meeting & enter names into the

- meeting minutes.
- c. If there are no candidates, the notice of open positions should be run again. Board members may appoint replacements as required to keep a minimum of board members if no members volunteer.
3. After candidate review the Election Committee will request a brief statement and picture of each candidate for the newsletter, the candidate may choose not to provide either. However, their names are still to be published in the October Cedar Reader.
 4. In October the elections committee will draft a ballot to be submitted to the board by the October Board Meeting. The board will supply a list of the most common issues that members have submitted throughout the year to the "Proposed Changes" section of the ballot.
 5. Members may submit proposed changes in writing via mail or email to the Board at any time during the year however a quorum is required to request a special or "early" election, otherwise all business will be conducted via one annual election. Board members should make all effort to include member concerns and requests for changes into the ballot. If a quorum for any election is not received the election committee will setup another election to be completed as soon as possible. All elections require 30-days' notice.
 6. During the annual meeting, if a quorum is present, members retain the right to verbally nominate and vote upon a board member position per Washington State law.

Special Elections

1. In cases where an election is unable to proceed due to lack of Quorum or if a Quorum is present and a simple majority of the members requests a special election the election committee will prepare a ballot and provide notice to homeowners, the 30-day notification requirement is still in effect for special elections.
2. Members may provide board member nominations or proposed changes if quorum is present.
3. Board members may call for a special election outside the annual meeting to fill open board seats, or if greater than 31 homeowners indicate need for issue resolution in accordance with RCW's and governing documents.

Ballot Requirements & Creation

1. Every ballot is required to have a lot number position at the top of the ballot this is to verify that lot is in good standing with no missing dues or fees. The homeowner is responsible for filling in this lot number. Ballots without lot number may not be counted and will be set aside, however if some other method exists to identify the sender, the member may be contacted by the election committee to "cure" their ballot by adding their lot number. Members will be provided at maximum 48 hours to "cure" the ballot. Only one ballot per lot will be accepted. Ballots will include instructions for submission of Ballot.
2. Open or renewing board member positions will be listed at the first section of the ballot. **Optional:** Board members up for election may submit a single paragraph personal statement and picture that will be printed in this section.
3. Changes to CC&Rs or By-laws will be listed in the "Proposed Changes" section of the ballot. These items will describe the proposed change and list both the current and proposed language. These items will receive an approve or reject vote box. Items for vote may be proposed by board members or other members of CRHOA.
4. Ballots will be created by the election committee or a board member. The board will reimburse reasonable printing expenses as needed. Expenses may include paper, mailing expenses, or printer ink required.
5. Ballots will be mailed to homeowners in advance of the annual meeting with a self-addressed return envelope included. Homeowners are recommended to return ballots electronically, however, they will be responsible for return postage if needed or they may hand deliver the ballot to a board or election committee member if desired.

Voting Procedures

The board will inform members of upcoming elections and voting procedures through as many channels as are available, this may include, but is not limited to, monthly newsletter, website, social media, and monthly meetings. Other channels may be utilized at board member discretion. At minimum 30-day notice is required by Washington state law between the time of notification at the time when voting is concluded. Ballots will be distributed via mail to members. Members may also print a copy of the most recent ballot from the website. The date of final ballot submission will be included in all communications regarding elections. All elections require a quorum of at minimum 31 votes, this does not require every lot to vote on every issue. If a minimum of 31 votes are received total this will validate the results of the election which will then be decided based on simple majority for each issue

up for vote. For example, if 31 votes are received and 19 or more votes are received “Approve” for a given proposed change with 10 voting “Reject” and 7 ballots with no vote the proposed change would pass based on simple majority rule. No vote marked will indicate a desire to maintain status quo per Washington state law.

Ballot Collection & Submission

Photos or scanned copies of ballots may be submitted via email to: elections@cedarridgehomeowners.com

Ballots may be submitted via mail to: CRHOA, P.O Box 7403, Bonney Lake, WA 98391

Ballots may also be submitted in person to any board or election committee member. Election committee and board members may personally visit members to collect ballots. Sealed physical ballots may be collected by other

Ballot Collection & Submission (continued)

members and submitted in person however, a signed letter stating that the deliverer has permission to deliver the ballot on behalf of the homeowner must be attached. Proxy voting is not allowed, meaning that only the homeowner of each lot is authorized to complete a ballot form. This responsibility may not be handed off to another member.

Vote Counting & Reporting

Materials Recommended

1. Counters will use the board provided number list lot# 1-91 with indicated ineligible lots from Board’s list of members “not in good standing”.
2. All collected ballots, print hard copies of any ballots submitted via email, ensure lot number visible.
3. Large manila envelopes , Pens, Seals or Tape, Stapler


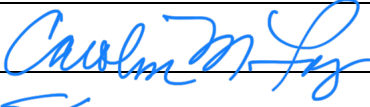


Procedure

1. A minimum of two and max of five (2-5) counters are required to count election results.
2. Open ballot envelope, check off, on numbered list, ballots by lot number received. Mark ballot “Good” when accepted.
3. Remove any ballot where the lot number is not visible and present. Mark as “Cure”. If any other method exists to identify the homeowner who cast the ballot the board will contact the homeowner to determine if they wish to cure their ballot. If no response is received in 48 hours the ballot will be rejected.
4. Remove and set in ineligible pile any ballots not eligible from board list of not in "good standing". Mark ballot as ineligible with a brief reason. At the end of count, place ineligible and uncured ballots in manila envelope together.
5. Tally all votes for Board Members and write this information on the lot-numbered sheet. Counters will record results independently and verify tally.
6. Tally all votes for each “Proposed Change” and write this information on the lot-numbered sheet. Counters will record results independently and verify tally.
7. If counter results match one another then each Counter must sign and date the tally/lot numbered sheet and record the final results.
8. All Ballots and any associated envelopes, including ineligible ballots, are placed in a manila envelope, then seal with tape.
9. Staple the lot list that includes the tally information to the outside of the manila envelope.
10. Election results are reported via all channels with the following information for both board member positions and proposed changes. Write in candidates, if willing to serve, are selected by the board to fill any positions not filled by official candidates regardless of how many votes they received.
 - a. Number of lots voting
 - b. Number of votes received for each candidate, both self-submitted and write ins.
 - c. Number of votes “Approve/Reject” on each proposed change.
 - d. Number of ineligible votes received and reasons [i.e not in good standing).
11. The sealed envelope of ballots is to be given to a board member, which will be placed into storage for future reference.

Audits

There may be times for many reasons why some group of homeowners may feel that an election result doesn't match their expected outcome. After all possible ballots are "cured", vote counting is completed, and results are tallied, the results will be reported to the homeowners via all possible communicates channels as quickly as possible. If, within 20 days of publishing results, any homeowner or group wishes to audit the results of the election they may view the tallies of ballots. Homeowners may not use this privilege to ascertain the private vote of individual members, lot numbers will be kept private but not redacted to facilitate this need for privacy. If any difference in reported totals is discovered via the audit, the ballots shall be recounted, and the corrected results published. Owners retain the right to validate that their personal vote.

Board Approval Signatures – Not valid unless signed

Print Name	Signature	Board Position	Date
Travis E. Weber, Jr		President	8 FEB 2023
Carolyn M Fry		Sgt. At Arms	8 Feb 2023
Eryn Marlar		VP/Treas	3 Feb 23
Diana Thompson		Secretary	8-Feb-23